



Mayor
Michael Mattox

Vice Mayor
Beverley Dalton

Council Members
Jay Higginbotham William "Bill" Ferguson
Charles Edwards Tracy Emerson
Tim George

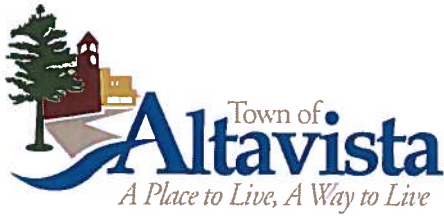
Altavista Town Council
February 12, 2013 Regular Meeting Agenda
7:00 p.m.
J.R. "Rudy" Burgess Town Hall – 510 Main Street

ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.

6:45 p.m. Finance Committee Meeting (Large Conference Room)

7:00 p.m. Regular Council Meeting (Council's Chambers)

- 1) **Call to Order**
- 2) **Invocation**
- 3) **Approval of Agenda**
- 4) **Approval of Minutes – (Tab 2)**
Regular Meeting January 8, 2013
- 5) **Review of Invoices –(Tab 3)**
- 6) **Financial Statements (Tab 4)**
Revenue & Expenditure Reports January Reserve Balance/Investment Report January
- 7) **PUBLIC COMMENT PERIOD:** Notes on Comment Period – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.
- 8) **SPECIAL ITEMS OR RECOGNITIONS (Tab 5) (10 minutes)**
 - a) Officer Scott Earhart – Altavista Police Department
 - b) Resolution – Tim Wagner (Planning Commission)
 - c) Resolution – John Tucker (Fire Chief)
 - d) Introduction of new Fire Chief – Lee Neal
- 9) **PUBLIC HEARINGS (Tab 6) (Time allotted as needed)**
- 10) **STANDING COMMITTEE/COMMISSION/BOARD REPORTS (Tab 7) (Estimated Time: 20 minutes)**
 - a) Council Committees
 - i) Finance/Human Resources Committee (Dalton)
 - ii) Police/Legislative Committee (Edwards)



- iii) Public Works/Utility Committee (Ferguson)
- b) Others
 - i) Recreation Committee

11) NEW BUSINESS (Tab 8) (Estimated Time: 45 minutes)

- a) Public Nuisance Hearing – 327 Myrtle Lane
- b) Altavista Area Chamber of Commerce Annual Report
- c) Altavista On Track Annual Report
- d) Planning Commission Annual Report
- e) Police Department Annual Report
- f) ACTS Title VI Request
- g) Consideration of “Consent Agenda” process

12) UNFINISHED BUSINESS (Tab 9) (Estimated Time: 0 minutes)

13) MANAGER’S REPORT (Estimated Time: 5 minutes)

- a) [Project Updates \(Tab 10\)](#)
- b) Reports (Tab 11)
 - i) [Departmental](#)
 - ii) Others
- c) Other Items as Necessary
- d) [Informational Items \(Tab 12\)](#)

14) Matters from Town Council

15) CLOSED SESSION (if needed)

16) Adjournment

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk’s Office. For assistance, please contact the Town Clerk’s Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

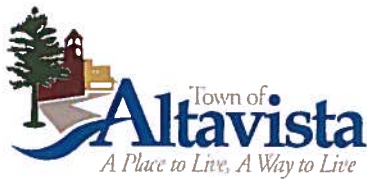
Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

TOWN COUNCIL AGENDA

The agenda items listed below are not part of the scanned agenda and may be viewed at Town Hall during normal business hours:

- 3) Minutes**
- 4) Check Register**
- 5) Financial Statements**

All other items are included below.



Town of Altavista Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #: 8

Attachment #: Tab 5

Meeting Date: February 12, 2013

Agenda Placement: Special Items or Recognitions

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Resolutions for Tim Wagner and John Tucker

Presenter(s): Waverly Coggsdale, Town Manager

SUBJECT HIGHLIGHTS

Officer Scott Earhart, Altavista Police Department

The Altavista Town Council would like to take this opportunity to recognize K-9 Officer, Scott Earhart for his heroic actions that may have prevented personal injury or death to four Altavista Citizens.

On Feb. 3, 2013 at approximately 0420 hours, Officer Earhart was dispatched to the 1200 Blk. of Avondale Dr. to investigate smoke in one of the apartment units. Upon his arrival he was confronted by one of the neighbors who stated that smoke was entering their residence. Officer Earhart observed dense smoke coming from the eaves of Apt. 36. He was also advised there were occupants in the residence. He could also hear a smoke detector activated in the unit. After not receiving any response to the door, Officer Earhart breached the door. He immediately observed densed smoke and a person lying on the couch. He was able to wake the individual and alerted three other occupants located in the rear bedrooms. John Tucker, representative with the A.V.F.D. stated that Officer Earhart's quick action may have prevented serious injury or death for the occupants in the apartment.

Officer Earhart will be formally recognized by the Altavista Police Department at a later date.

Resolutions will be presented at the meeting recognizing the service of these two fine gentlemen for their public service.

Tim Wagner: Served on Planning Commission since December 2006

John Tucker: Served as Fire Chief for ten (10) years.

Mr. Lee Neal has been selected as the new Fire Chief for the Altavista Fire Company.

Action(s) requested or suggested motion(s) Adopt the resolutions.

Staff Review Record _____

Are there exhibits for this agenda item? **YES**

List them in order they appear in the packet: Wagner resolution; Tucker resolution

Town Manager initials and/or comments: **jwc**



FINANCE/HUMAN RESOURCES COMMITTEE REPORT



The Finance/Human Resources Committee met on Monday, February 4, 2013 to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: FY2014 Budget Wage/Salary considerations (*Action Requested*)

Each year during the budget process, the Finance/Human Resources Committee reviews data relative to wages/salaries for consideration in the on-going budget process. Staff presented the Committee with data from the past five years in regard to this item, as well as the fiscal impact of certain percentage increases. Following discussion, the Committee recommends that a two percent (2%) salary increase be included in the FY2014 Draft Budget. At this time, this action is for budgetary projection purposes only. A consensus on this item from the full Council would suffice at this time.

(Attachments: Wage and Benefits Comparison 5 years; and Salary/Benefits Projections FY2014)

II: Health Insurance review update (*Informational Only – No Action Requested*)

The Finance/Human Resources Committee reviewed the memorandum from Tobie Shelton, Finance Director regarding staff's efforts in regard to a review of health care plan costs. It is staff's thoughts that information will be available for consideration by the Committee at its March meeting.

III: Peer Group Comparison Report (*Informational Only – No Action Requested*)

The Finance/Human Resources Committee reviewed their portion of the Peer Group Comparison Report and has requested staff to gather some additional information prior to their next meeting.

ATTACHMENTS:

**Wage and Benefits
Comparisons – 5 years
&
Salary/Benefits Projections**

<u>REQUESTED 2014</u>	<u>CURRENT YEAR</u>	<u>ACTUALS</u>				
	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
2% COLA; 7% RANGE	1% COLA; 1% RANGE	0% COLA; 0% RANGE	2% COLA; 2% RANGE	2% COLA; 3% RANGE	3% COLA; 0 RANGE	3% COLA; 0 RANGE
VRS 11.04	VRS 11.04	VRS 10.75%	VRS 10.75%	VRS 8.16%	VRS 7.72%	VRS 12.16%
GROUP LIFE 1.19%	GROUP LIFE 1.19%	GROUP LIFE .28%	GROUP LIFE .28%	GROUP LIFE .79%	GROUP LIFE .82%	GROUP LIFE 1%
S?	S \$376	S \$376 / \$362.80	S \$376 / \$362.80	S \$355.20 / \$340.80	S \$335.20 / \$323.20	S \$362.40 / \$348
D?	D \$536	D \$536 / \$511.20	D \$536 / \$511.20	D \$506 / \$485.60	D \$477.60 / \$460.40	D \$516.40 / \$496
F?	F \$695.60	F \$695.60 / 660	F \$695.60 / 660	F \$657.20 / \$630.40	F \$620.00 / \$598	F \$670.40 / \$644
	First year for Economic Dev Dir. Does include new position @ PW. Only one health insurance plan offered / 250.		First year for Transit System.		First FY we separated Water and Sewer Admin, Distribution & Treatment	First FY to include DMV OT for Police; First FY with Council's new rate Mayor \$2880 to \$4500 and Council \$1440 to \$2500
	VRS rate was split between employee and Town. Town paid 11.04% and employee paid the 5% member contribution					

SALARY / BENEFIT PROJECTIONS FOR FY 2014

	<u>CURRENT YEAR</u> <u>BUDGET</u>	0%	1%	2%
<u>SALARIES</u>	2,395,300.00	2,383,500.00	2,401,100.00	2,428,600.00
<u>FICA</u>	183,700.00	183,000.00	184,100.00	186,100.00
<u>VRS</u>	252,600.00	251,200.00	253,000.00	256,200.00
<u>GROUP LIFE</u>	27,600.00	27,300.00	27,400.00	28,000.00
TOTAL	2,859,200.00	2,845,000.00	2,865,600.00	2,898,900.00
Change over LY's Budget		-14,200.00	6,400.00	39,700.00
% Change over LY's Budget		-0.497%	0.224%	1.389%

Notes:

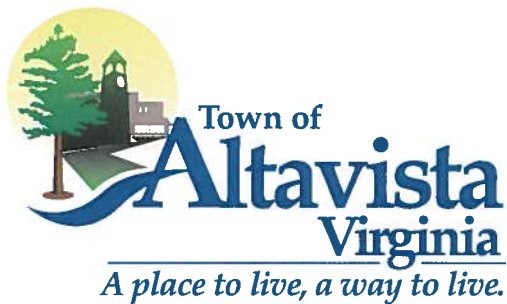
VRS and Group Life rates are provided by the state and will remain the same as FY 2013 rates:

VRS = 11.04% ; Group Life = 1.19%

VRS distribution changed LY. Total VRS rate is 16.04% the employee is responsible for 5%.

ATTACHMENTS:

**Health Insurance Update
Memorandum**



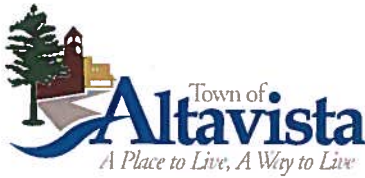
P.O. Box 420
510 Seventh Street
Altavista, VA 24517
Phone (434) 369-5001
Fax (434) 369-4369

DATE: January 8, 2013
MEMO TO: Finance Committee
FROM: Tobie Shelton
RE: Health Insurance Update

On December 14, 2012 we put our health care plan out to bid. In doing so, carriers are requesting our claims experience as well as information on large claims. In addition to claims experience, a copy of our renewal information from the Local Choice for the upcoming plan year is being requested. The fact that we have fewer than 50 participants limits the amount of information available to us. Becky Pollard, with Business Solutions, Inc., as well as I have contacted Walt Norman, Program Manager with the Local Choice Program and Bill Drummond, District Manager for Anthem Blue Cross Blue Shield requesting this information, but we have been unsuccessful in receiving our request. Our renewal from the Local Choice and recent claims experience cannot be obtained until mid February when TLC releases their renewal for July 2013.

Due to lack of competitive information and rates we have had one carrier, Aetna, issue a decline. We do not want this to happen with the other carriers; therefore, we have extended our deadline for the bid process to February 28, 2013. This will give the carriers time to work the renewal properly.

Please advise if you have questions or wish to discuss further.



POLICE/LEGISLATIVE COMMITTEE REPORT



The Police/Legislative Committee met on Friday, February 1, 2013 to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Utility Billing Adjustment Policy (*Action Requested*)

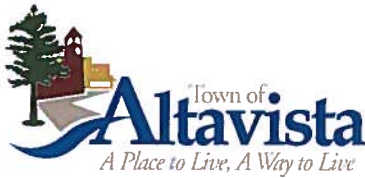
At the December 2012 Town Council meeting, a request by a citizen regarding a second utility bill adjustment was considered. At that time, staff advised Council that our current policy allows for one adjustment in any twelve month period. Following discussion, the item was referred to the Legislative Committee for review. At this time, the Committee recommends that the policy remain the same in regard to number of adjustments in a twelve month period and be amended to provide that the amount in excess of a "historical" average bill be adjusted so that the customer pays only 25% of the excess, rather than the stated 50%. A consensus on this item from the full Council would suffice at this time. A detailed policy would be brought back for consideration by the Committee and Council.

II: Take Home Vehicle Policy (*Informational Only – No Action Requested*)

Staff discussed with the Legislative Committee the possible need to clarify and document policies related to the use of town vehicles for take home purposes. After discussion, the Committee requested that staff draft a policy for their consideration.

III: Peer Group Comparison Report (*Informational Only – No Action Requested*)

The Police Committee reviewed their portion of the Peer Group Comparison Report and has requested staff to gather some additional information prior to the next meeting, which is scheduled for Friday, February 15th at 3:30 p.m. in Town Hall.



PUBLIC WORKS/UTILITY COMMITTEE REPORT



The Public Works/Utility Committee met on Friday, February 1, 2013 to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: 5th Street/Charlotte Avenue drainage (*Action Requested*)

Over the past few months, the Public Works Committee, as well as Town Council, has evaluated the drainage in the area of the 5th Street/Charlotte Avenue. This review came about as a potential solution to the "dip" that exists at this "T" intersection at Charlotte Avenue. During this time several thoughts have been evaluated on how to best approach the drainage area, with the most previous one being the installation of storm water drainage in the area and piping the water underground along 5th Street and across private property to Novelty Street to an existing drainage outfall. At their meeting the Committee felt it would be prudent to evaluate the possibility of connecting this drainage to the proposed improvements in the Pittsylvania Avenue/Main Street Intersection project. Upon discussing this issue with VDOT, another possible alternative along Main Street was discovered which involved an existing drainage structure on Main Street in the vicinity of Franklin Avenue (in front of Finch & Finch). Concurrence from Council in regard to exploring these other two opportunities rather than proceeding with the previous alternative would suffice as direction for staff.

II: Utility Fees/Proforma Update (*Action Requested*)

The Utility Committee has discussed amending the fees associated with utility service for the past year and at this time would like to recommend the attached fee schedule for consideration by Council. This schedule would be utilized for any budget impact and could be voted on during the budget adoption process. Concurrence from the full Council would be appropriate at this time. (Attachment: Utility Fee Schedule)

In addition, the Committee reviewed the projections of the Utility Proforma as it related to expenses and revenues and the impact of continuation of the utility rate plan that was presented to Council several years ago and has been implemented for the past several years in an annual 5% rate increase structure. The Committee recommends that the developed rate structure proposal stay in place with a 5% utility rate increase proposed for FY2014. This would be for budget purposes at this time and final action would be taken at the point when the FY2014 Budget is adopted. Concurrence from the full Council would be appropriate at this time. (Attachment: Utility Proforma – 5% Rate Increase)

III: Utility Agreements (*Informational Only- No Action Requested*)

The Committee continues to review and discuss alternatives for the development and potentially adoption of new utility agreements with Campbell County and the Town of Hurt. Staff will continue the conversations with the two jurisdictions and report back to the Committee.

IV: Water Distribution Asset Management Study (*Informational Only- No Action Requested*)

Staff continues to work with the consultant on fine tuning the document. The most recent item was the inclusion of a water distribution project along Main Street that had previously been omitted. Accordingly, this increased the project cost estimates. (Attachment: Project Cost Estimates)

V: Myrtle Lane sidewalk (*Informational Only- No Action Requested*)

After reviewing the sidewalk request for several months and talking with the citizen, the Committee has decided that this project is not warranted at this time. Staff may continue to evaluate projects that may be funded through the State Highway Funds or the Town's General Fund and develop a priority list.

VII: Recycling Program review (*Informational Only- No Action Requested*)

The Committee was provided with the historical data in regard to the Recycling Program that is operated as a "drop off" site at the Altavista Commons Shopping Center. This information shows the charges for the service, the amount paid by the Town and the revenue generated from the sales of the materials by our vendor (BSW). The Committee will continue to evaluate this program as it moves through the budget process. (Attachment: Recycling Report)

VI: Peer Group Comparison Report (*Informational Only – No Action Requested*)

The Public Works/Utility Committee reviewed their portion of the Peer Group Comparison Report and has requested staff to gather some additional information prior to the next meeting, which is scheduled for Wednesday, February 20th at 7:00 a.m. in Town Hall.

Members Present: Ferguson, Dalton and Edwards

ATTACHMENTS:

**Utility Fee Schedule
&
Proforma Update
(5% Rate Increase)**

Utility Committee Meeting - December 30, 2011 (initial submission)

Based on the average cost of water and sewer connections performed by the Town in the past three years, the following fees are proposed:

Proposed Water Connection Fee:	\$1,500
Current Connection Fee:	\$ 350
Water Capital Recovery Charge:	See Attached Chart
Current Availability Fee:	\$ 0

Average Cost of Water Connections Performed by the Town in last three years: **\$1,521**

Proposed Sewer Connection Fee:	\$2,000
Current Connection Fee:	\$ 500
Sewer Capital Recovery Charge:	See Attached Chart
Current Availability Fee:	\$ 600
(This would be replaced by the Capital Recovery Charge)	

Average Cost of Sewer Connections Performed by the Town in the last three years: **\$2,088**

(Added October 30, 2012)

Monthly Charges for Fire Suppression Meters

5/8 - 3/4"	\$3.00 monthly charge
1"	\$4.20 monthly charge
1 1/2"	\$5.40 monthly charge
2"	\$8.70 monthly charge
3"	\$33.00 monthly charge
4"	\$42.00 monthly charge
6"	\$75.00 monthly charge

Capital Recovery Charge: This charge has the purpose of providing funds to be used to finance all or part of capital improvements necessary to serve new customers and are raised outside of capital received from general water/sewer use rates. These fees are capital recovery fees that are established as one-time charges assessed against developers or new water or wastewater customers to recover part or all of the cost of additional system capacity constructed for their use. AWWA's M26 defines them as a contribution of capital towards recently completed or planned future plant or distribution facilities necessary to meet the service needs of new customers to which such fees apply.

Capital Recovery Charges (DRAFT)
(Initial discussion December 2011)

Meter Size	RATIO	WATER (\$)	SEWER (\$)	TOTAL (\$)
5/8" x 3/4"	1	1,200	1,500	2,700
3/4"	1.5	1,800	2,250	4,050
1"	2.5	3,000	3,750	6,750
1 1/2"	5	6,000	7,500	13,500
2"	8	9,600	12,000	21,600
3"	16	19,200	24,000	43,200
4"	25	30,000	37,500	67,500
6"	50	60,000	75,000	135,000
8"	80	96,000	120,000	216,000
10"	115	138,000	172,500	310,500
12"	330	396,000	495,000	891,000

Source: AWWA Standards C700,C701,C702, C703

CCUSA AND TOWN OF ALTAVISTA CONNECTION/AVAILABILITY FEE

Recently a business opened in the Altavista Commons Shopping Center that is currently served by the Campbell County Utility Services Authority, below is an illustration of the actual fees paid to CCUSA versus the Town's current fees and proposed fees for the same connection.

CCUSA

2" water line

Connection Fee:	\$ 6,500
Availability Fee:	\$15,200 (equals 8 units of water)
Total:	\$21,700

Town of Altavista

Current

2" water line

Connection Fee:	\$350
Availability Fee:	\$ 0
Total:	\$350

Proposed

2" water line

Connection Fee:	\$1,500
Capital Recovery Fee:	\$9,600
Total:	\$11,100

(New Submission – October 30, 2012)

Other Charges

	Current	Proposed
Application/New Account	\$0	\$25.00
Each request for service beyond initial turn on	\$25.00	\$25.00
Each request for service beyond initial turn on (After hours)	\$25.00	\$50.00
Meter test for removable meters	\$0	\$50.00
Meter test for large stationary meters	\$0	\$200.00
Each service trip for Non-payment	\$25.00	\$35.00
Late fees	10%, no more than \$5.00	10%, no more than \$10.00
New Account/Security Deposit (Owners)	\$0	\$50
New Account/Security Deposit (Renters)	\$75.00	\$125.00
Bulk Water Sales	In town users –In town rates Out of town users – Out of town rates	\$10.00 per 1,000 gallons

TOWN OF ALTAVISTA
UTILITY RATES PRO FORMA

(BASED on 5% Increase Annually FY2014 - 2017)

(Updated 1/18/12)

Rate Increase of 5% for FY2013 is effective July 1, 2012. All other years are proposed.

Revenue Requirements	2011	2012	2013	2013	2014	2015	2016	2017
	Actual	Actual	Budgeted	Projected	Proposed	Proposed	Proposed	Proposed
Revenues		(5% Increase)	(5% Increase)					
Rate Revenues Under Existing Rates (No Growth)	\$ 2,283,500.00	\$ 2,397,405.00	\$ 2,511,450.00	2,415,080.00	\$ 2,415,080.00	\$ 2,415,080.00	\$ 2,415,080.00	2,415,080.00
Non-Rate Revenues	527,930.00	115,208.00	81,400.00	79,400.00	79,400.00	79,400.00	79,400.00	79,400.00
CIP Reserves	401,600.00	2,827,004.00	325,080.00	402,010.00	0.00	0.00	0.00	0.00
Transfer In from General Fund		34,505.00	565,870.00	551,270.00	0.00	0.00	0.00	0.00
Total Revenues	\$ 3,213,030.00	\$ 5,374,122.00	\$ 3,483,800.00	3,447,760.00	\$ 2,494,480.00	\$ 2,494,480.00	\$ 2,494,480.00	2,494,480.00
Expenses								
Labor/Benefit Expenses ¹	\$ 1,112,800.00	\$ 1,030,110.00	\$ 1,151,200.00	1,156,000.00	\$ 1,197,248.00	\$ 1,245,137.92	\$ 1,294,943.44	1,346,741.17
O&M Expenses ²	996,700.00	1,036,568.00	878,300.00	905,830.00	942,063.20	979,745.73	1,018,935.56	1,059,692.98
Existing Debt Service	701,700.00	701,700.00	0.00	0.00	0.00	0.00	0.00	
New Debt Service ⁴	0.00	0.00	0.00	0.00	0.00		295,800.00	295,800.00
Capital Improvement Program (CIP)	401,600.00	204,200.00	1,450,300.00	1,484,300.00	265,500.00	354,500.00	175,500.00	96,500.00
Total Expenses	\$ 3,212,800.00	\$ 2,972,578.00	\$ 3,479,800.00	3,546,130.00	\$ 2,404,811.20	\$ 2,579,383.65	\$ 2,785,178.99	2,798,734.15
Net Surplus (Deficiency)	\$ 230.00	\$ 2,401,544.00	\$ 4,000.00		\$ 89,668.80	\$ (84,903.65)	\$ (290,698.99)	(304,254.15)
							(Includes New Debt Service)	(Includes New Debt Service)
% of Rate Revenue								
Annual Rate Adjustment (Rounded) ⁵	0.00%	5.00%	5.00%		5.00%	5.00%	5.00%	5.00%
Rate Revenues After Rate Increase ⁵ (No Growth)	\$ 2,283,500	\$ 2,397,675	\$ 2,517,559		\$ 2,520,572	\$ 2,630,703	\$ 2,745,679	2,865,713
Net Surplus (Deficiency) After Rate Increase	\$ 230.00	\$ 2,367,309.00	\$ 10,108.75		\$ 195,161.16	\$ 130,719.35	\$ 39,900.01	146,378.85
Average Res/Comm. 15,000 gal. Customer Qtr. Bill	\$ 56.25	\$ 59.06	\$ 62.02		\$ 65.12	\$ 68.37	\$ 71.79	75.38
Qtrly Difference	-	2.81	2.96		3.10	3.25	3.42	3.59

ASSUMPTIONS

¹ CIP Reserve Transfer Ins for FY2013 are based on the Adopted Budget.

² Transfer In from General Fund is based on \$0 in FY2014 - 2017.

³ Labor/Benefits and O&M Expenses are based on Adopted FY2013 Budget and adjusted by 4% each year beginning FY2014.


⁴ New Debt Service for PCB Remediation (\$4.4 million/20 years/3%)

⁵ Annual Rate Revenue (rounded) is increased by 5% for FY2012 and FY2013 and 5% each year (FY2013-FY2017)

Capital Improvement Expenses based on FY2013-2017 CIP.


ATTACHMENTS:
WATER DISTRIBUTION
ASSET MANAGEMENT
STUDY
PROJECT COST ESTIMATES

[illegible]

Project:	Water Asset Management Plan						 ENGINEERS SURVEYORS PLANNERS ASSOCIATES <small>P.O. Box 4119 Charlottesville, VA 22911 Phone: +34-516-6000 Fax: +34-904-2700 www.wandaassociates.com</small>
Location:	Town of Altavista, Virginia						
WWA Project No:	211044.02						
Date:	11/30/2012						
Estimate By:	JAC						
Checked By:	HFW						
Status:	Preliminary Cost Estimate						
Title:	Project 1 - Bedford Avenue/Downtown Area						
Page:	2						
				Unit Material Cost	Unit Labor Cost	Total Unit Cost	Total Cost
	Item	Units	Quantity				
	16" Water Line - WTP to Bedford Avenue Water Tank	LF	5,711		\$110	\$110	\$ 628,210
	12" Water Line - Pittsylvania Ave. to Wood Lane Road	LF	4,300		\$95	\$95	\$ 408,500
	12" Water Line - Wood Lane Road to Riverview Drive	LF	2,582		\$95	\$95	\$ 245,290
	10" Water Line - Bedford Avenue W.T. to Westwood Drive	LF	840		\$80	\$80	\$ 67,200
	10" Water Line - Westwood Drive to Broad Street	LF	1,494		\$80	\$80	\$ 119,520
	10" Water Line - Broad Street to West Road	LF	1,826		\$80	\$80	\$ 146,080
	8" Water Line - Myrtle Lane	LF	1,673		\$70	\$70	\$ 117,110
	8" Water Line - Commonwealth Drive	LF	389		\$70	\$70	\$ 27,230
	8" Water Line - South Broad Street	LF	1,614		\$70	\$70	\$ 112,980
	8" Water Line - Grace Avenue	LF	344		\$70	\$70	\$ 24,080
	8" Water Line - 9th Street	LF	520		\$70	\$70	\$ 36,400
	8" Water Line - Alley Behind Town Office	LF	325		\$70	\$70	\$ 22,750
	8" Water Line - Campbell Avenue	LF	725		\$70	\$70	\$ 50,750
	8" Water Line - 8th Street	LF	181		\$70	\$70	\$ 12,670
	8" Water Line - North Broad Street	LF	1,820		\$70	\$70	\$ 127,400
	8" Water Line - Hillcrest Street	LF	700		\$70	\$70	\$ 49,000
	8" Water Line - North Broad St/Hillcrest St Connector	LF	200		\$70	\$70	\$ 14,000
	8" Water Line - Westwood Drive	LF	600		\$70	\$70	\$ 42,000
				SUBTOTAL (RAW COST)			\$ 2,251,170
				CONSTRUCTION MARKUP @ 30%			\$ 675,351
				SUBTOTAL			\$ 2,926,521
				ENGINEERING & ADMINISTRATION @ 15%			\$ 438,978
				TOTAL			\$ 3,365,500

[illegible]


Project:	Water Asset Management Plan						
Location:	Town of Altavista, Virginia						
WWA Project No:	211044.02						
Date:	11/30/2012						
Estimate By:	JAC						
Checked By:	HFW						
Status:	Preliminary Cost Estimate						
Title:	Project 3 - Beverly Heights Residential Area						
Page:	4						




**ENGINEERS
SURVEYORS
PLANNERS**
ASSOCIATES


P.O. Box 4119 3688 Avenue Square Place
Lynchburg, VA 24502 Charlottesville, VA 22911
Phone: +34.314.6880 Phone: +34.964.2700
www.wassociates.net

Item	Units	Quantity	Unit Material Cost	Unit Labor Cost	Total Unit Cost	Total Cost
8" Water Line - Poplar Avenue	LF	940		\$70	\$70	\$ 65,800
8" Water Line - Walnut Street	LF	428		\$70	\$70	\$ 29,960
8" Water Line - Beech Avenue	LF	1,275		\$70	\$70	\$ 89,250
8" Water Line - Forest Street Extension	LF	213		\$70	\$70	\$ 14,910
8" Water Line - Forest Street	LF	618		\$70	\$70	\$ 43,260
8" Water Line - Lynch Road	LF	961		\$70	\$70	\$ 67,270
8" Water Line - Beverly Heights	LF	1,010		\$70	\$70	\$ 70,700
8" Water Line - Laurel Lane	LF	3,060		\$70	\$70	\$ 214,200
8" Water Line - Tabby Lane	LF	820		\$70	\$70	\$ 57,400
8" Water Line - Shady Lane	LF	1,240		\$70	\$70	\$ 86,800
8" Water Line - Elizabeth Street	LF	600		\$70	\$70	\$ 42,000
8" Water Line - Ridgeway Avenue	LF	300		\$70	\$70	\$ 21,000
8" Water Line - River Road	LF	3,367		\$70	\$70	\$ 235,690
			SUBTOTAL (RAW COST)			\$ 1,038,240
			CONSTRUCTION MARKUP @ 30%			\$ 311,472
			SUBTOTAL			\$ 1,349,712
			ENGINEERING & ADMINISTRATION @ 15%			\$ 202,457
			TOTAL			\$ 1,552,200

Project:	Water Asset Management Plan						
Location:	Town of Altavista, Virginia						
WWA Project No:	211044.02						
Date:	11/30/2012						
Estimate By:	JAC						
Checked By:	HFW						
Status:	Preliminary Cost Estimate						
Title:	Project 4 - McMinnis Spring Water Line						
Page:	5						
 ENGINEERS SURVEYORS PLANNERS ASSOCIATES <small>P. O. Box 4119 3040 Arcturion Square Place Lynchburg, VA 24502 Charlottesville, VA 22911 Phone: 434.314.6080 Phone: 434.984.2700 www.wwassociates.net</small>							
	Item	Units	Quantity	Unit Material Cost	Unit Labor Cost	Total Unit Cost	Total Cost
	8" Water Line - McMinnis Spring to Bedford Avenue W.T.	LF	17,000		\$60	\$60	\$ 1,020,000
						SUBTOTAL (RAW COST)	\$ 1,020,000
						CONSTRUCTION MARKUP @ 30%	\$ 306,000
						SUBTOTAL	\$ 1,326,000
						ENGINEERING & ADMINISTRATION @ 15%	\$ 198,900
						TOTAL	\$ 1,524,900

Project:	Water Asset Management Plan					<div>ENGINEERS SURVEYORS PLANNERS ASSOCIATES</div> <div><small>P. O. Box 4119 Lynchburg, VA 24502 Phone: 434.314.6080</small><small>3040 Arundell Square Place Charlottesville, VA 22911 Phone: 434.984.2700</small></div> <div><small>www.wwassociates.net</small></div>	
Location:	Town of Altavista, Virginia						
WWA Project No:	211044.02						
Date:	11/30/2012						
Estimate By:	JAC						
Checked By:	HFW						
Status:	Preliminary Cost Estimate						
Title:	Project 5 - Reynolds Spring Water Line						
Page:	6						
	Item	Units	Quantity	Unit Material Cost	Unit Labor Cost	Total Unit Cost	Total Cost
	8" Water Line - Reynolds Spring/Tardy Mountain Road	LF	12,753		\$70	\$70	\$ 892,710
				SUBTOTAL (RAW COST)		\$ 892,710	
				CONSTRUCTION MARKUP @ 30%		\$ 267,813	
				SUBTOTAL		\$ 1,160,523	
				ENGINEERING & ADMINISTRATION @ 15%		\$ 174,078	
				TOTAL		\$ 1,334,600	

Project:	Water Asset Management Plan							
Location:	Town of Altavista, Virginia							
WWA Project No:	211044.02							
Date:	11/30/2012							
Estimate By:	JAC							
Checked By:	HFW							
Status:	Preliminary Cost Estimate							
Title:	Project 6 - Lakewood Drive Residential Area							
Page:	7							



**ENGINEERS
SURVEYORS
PLANNERS**
ASSOCIATES

P. O. Box 4119 3640 Arcomore Square Place
Lyndburg, VA 24503 Charlottesville, VA 22911
Phone: 434.316.6880 Phone: 434.984.2700
www.wwaassoc.com

Item	Units	Quantity	Unit Material Cost	Unit Labor Cost	Total Unit Cost	Total Cost
8" Water Line - Lakewood Drive	LF	1,100		\$70	\$70	\$ 77,000
8" Water Line - Elm Place	LF	191		\$70	\$70	\$ 13,370
8" Water Line - Elm Circle	LF	560		\$70	\$70	\$ 39,200
8" Water Line - Elm Avenue	LF	518		\$70	\$70	\$ 36,260
8" Water Line - Ash Lane	LF	353		\$70	\$70	\$ 24,710
8" Water Line - Dogwood Lane	LF	1,001		\$70	\$70	\$ 70,070
8" Water Line - Sourwood Lane	LF	494		\$70	\$70	\$ 34,580
8" Water Line - Lakewood Circle	LF	142		\$70	\$70	\$ 9,940
8" Water Line - Avondale Drive	LF	336		\$70	\$70	\$ 23,520
8" Water Line - Melinda Drive/Frazier Road Connector	LF	1,570		\$70	\$70	\$ 109,900
			SUBTOTAL (RAW COST)			\$ 438,550
			CONSTRUCTION MARKUP @ 30%			\$ 131,565
			SUBTOTAL			\$ 570,115
			ENGINEERING & ADMINISTRATION @ 15%			\$ 85,517
			TOTAL			\$ 655,600

ATTACHMENTS:

RECYCLING REPORT

RECYCLING REPORT (Current Year – FY2013 and Previous Years)

		Charges	Payment	Revenue	
FY2013					
Jul-12		740.00	696.55	43.45	5.87%
Aug-12		620.00	592.40	27.60	4.45%
Sep-12		620.00	620.00	0.00	0.00%
Oct-12		740.00	732.55	7.45	1.01%
Nov-12		620.00	604.80	15.20	2.45%
Dec-12		891.54	878.94	12.60	1.41%
YTD Total:		4,231.54	4,125.24	106.30	2.51%

NOTE: Compare FY2013 YTD to Previous Year's MTD Totals.

	Charges	Payment	Revenue	
FY2012				
Jul-11	620.00	620.00	0.00	0.00%
Aug-11	740.00	461.90	278.10	37.58%
Sep-11	620.00	481.35	138.65	22.36%
Oct-11	620.00	486.25	133.75	21.57%
Nov-11	740.00	636.40	103.60	14.00%
Dec-11	620.00	567.50	52.50	8.47%
Jan-12	740.00	659.60	80.40	10.86%
Feb-12	620.00	620.00	0.00	0.00%
Mar-12	620.00	564.40	55.60	8.97%
Apr-12	620.00	584.25	35.75	5.77%
May-12	740.00	686.70	53.30	7.20%
Jun-12	620.00	577.65	42.35	6.83%
YTD Total:	7,920.00	6,946.00	974.00	12.30%
MTD Total:	3,960.00	3,253.40	706.60	17.84%

	Charges	Payment	Revenue	
FY2011				
Jul-10	620.00	538.55	81.45	13.14%
Aug-10	740.00	706.40	33.60	4.54%
Sep-10	620.00	593.45	26.55	4.28%
Oct-10	620.00	588.30	31.70	5.11%
Nov-10	740.00	675.95	64.05	8.66%
Dec-10	620.00	535.00	85.00	13.71%
Jan-11	620.00	466.34	153.66	24.78%
Feb-11	620.00	465.40	154.60	24.94%
Mar-11	740.00	672.79	67.21	9.08%
Apr-11	620.00	570.35	49.65	8.01%
May-11	740.00	657.04	82.96	11.21%
Jun-11	620.00	495.70	124.30	20.05%
YTD Total:	7,920.00	6,965.27	954.73	12.05%
MTD Total:	3,960.00	3,637.65	322.35	8.14%

	Charges	Payment	Revenue	
FY2010				
Jul-09	260.00	260.00	0.00	0.00%
Aug-09	740.00	719.70	20.30	2.74%
Sep-09	740.00	615.80	124.20	16.78%
Oct-09	620.00	588.80	31.20	5.03%
Nov-09	620.00	607.40	12.60	2.03%
Dec-10	740.00	684.20	55.80	7.54%
Jan-10	620.00	420.85	199.15	32.12%
Feb-10	500.00	500.00	0.00	0.00%
Mar-10	860.00	611.65	248.35	28.88%
Apr-10	620.00	583.15	36.85	5.94%
May-10	620.00	-199.50	819.50	132.18%
Jun-10	740.00	460.40	279.60	37.78%
YTD Total:	7,680.00	5,852.45	1,827.55	23.80%
MTD Total:	3,720.00	3,475.90	244.10	6.56%

TOWN OF ALTAVISTA RECREATION COMMITTEE



Committee Members

Dick McKeel (Chairman)
Tim George (Town Council)
Ann Shelton
Victoria Mattox
Steve Dews

Ex-Officio Members

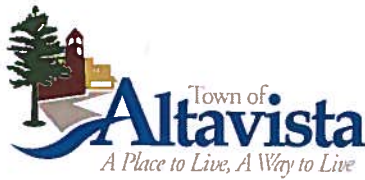
Steve Jester (YMCA)
John Tomlin (Town Staff)
Dan Witt (Town Staff)

TOWN COUNCIL REPORT

Meeting Date: January 29, 2013- all members present

1. The use of the Lola Avenue/Avondale field was discussed for use as an option for 'practice' fields for soccer and football. After discussing the consensus of the Committee was to build new fields on the County's portion of English Park, in the area between the railroad trussel and Main Street bridge.
 - Not a wise investment to use Lola due to parking issues, the field would only be a temporary solution, extensive work on the field would be required.
 - Steve Jester to provide needed dimensions to John Tomlin
 - John Tomlin will develop a cost estimate and timetable for completion along with availability for use.
 - Victoria Mattox will discuss plans with Campbell County to make sure the Committee's plans are in line with the County's.
 - Committee will present to Town Council at the appropriate time
2. **Dogs in English Park.** Currently dogs are prohibited in the park. The Committee recommends that dogs on a leash be permitted in English Park and that 'poop stations' be installed at strategic locations. This will be consistent with Shreve Park and rules for other Campbell County Parks.
 - All pets shall be kept on a leash while in the park.
 - All pets shall be restrained while in the park. Pet owners are required to clean up their pet's waste.
3. **Loop Road along Staunton River.** The committee recommends the existing gates be closed to vehicle traffic. This would be done on a trial basis to determine if it needs to remain closed.

- There is concern for the safety of folks utilizing this for walking, running or biking in addition to soccer or footballs crossing the road during events.
4. **Shade Tree Master Plan.** The committee is considering both a shade tree and buffer tree master plan for the park and 3rd Street entrance into the park. The area around the Booker Building and basketball courts could benefit from shade trees. The entrance on 3rd Street is unsightly and trees would create a buffer to the entrance to the park.
- John Tomlin will have Danny look at this and present ideas back to the committee.
 - The committee will develop a plan and budget and present back to Town Council.
 - There may be civic groups who would partner with Town on this project, thus reducing overall cost to the Town.
5. **Long Range Plan for Development of County's Portion of English Park.** Victoria Mattox reported that the County has no timeframe for the development of the park. The committee is interested in the possibility of the Town partnering with the County to develop the park within a reasonable timeframe.
- Victoria to meet with Campbell County to inquire if there are any estimates for the conceptual drawings.
 - Committee will meet again to create a plan for development
 - Committee will report to Town Council with recommendation for park development; including a request for annual funds designated in the CIP



Town of Altavista

Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #: 11a

Meeting Date: February 12, 2013

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Public Nuisance Hearing – 327 Myrtle Lane

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

During the past few months, the Altavista Police Department received complaint calls related to “barking dogs” at 327 Myrtle Lane. The last received complaint was on January 12, 2013, there had previously been three other complaints between the dates of November 23, 2012 and January 11, 2013. At the time of the January 11th complaint, it was decided by the Altavista Police Department to pursue the situation under the Code of the Town of Altavista Section 18-4 – *Noisy Animals and Fowl*, in hopes of addressing the situation in a timely manner. Following the last complaint on January 12th, the occupant was served with a notice of violation in regard to Section 18—4. As mentioned in Chief Hamilton’s memo, the issue was heard before the Campbell County General District Court, at which time the case was dismissed. This action does not resolve the potential for Town Council addressing the issue as a potential public nuisance.

The Code of the Town of Altavista Section 34-31 (2) f. defines a “Public Nuisance” as “*any animal that by loud, frequent or habitual crying, barking, howling or other noise causes disturbance of the peace and quiet of any person or neighborhood.*” The Code of the Town of Altavista Sections 34-32 through 34-33 provides for the process of handling and notifications, as well as the procedure by which public nuisance issues will be heard and potentially abated.

This evening under Section 34-32 (b) and (c), the Altavista Town Council will conduct a hearing that affords the owner/occupant an opportunity to address the potential public nuisance issue.

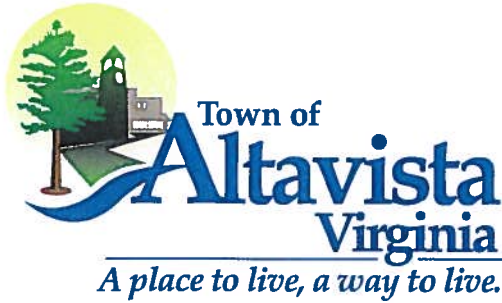
PROCESS

- 1) Town Staff Report
- 2) Owner/Occupant Statement
- 3) Concerned Citizen Statements
- 4) Town Council Discussion
- 5) Town Council Findings

Recommendations, if applicable: Following the hearing and based on the facts, Council will decide if a public nuisance exists on the property. Based on the information that no complaint has been received by the Altavista Police Department in the last four weeks, the issue may be resolved. Accordingly, Council may take the issue under advisement and pursue additional remedy if the situation continues or resurfaces at a later date.

Action(s) requested or suggested motion(s): Council will determine if a public nuisance exists and if so, what form of abatement of the public nuisance is warranted and in what reasonable timeframe.

Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Attachments (in order they appear in packet): 1) Notice of Public Nuisance Hearing letter to Ms. Hite; 2)Memorandum (dated February 6, 2013) from Chief Hamilton to Town Manager; 3) Section 34-33. – Animals (Town Code – Public Nuisance); 4) Section 34-32. – Procedure (Town Code - Public Nuisances); 5) Section 18-4. – Noisy animals and fowl (Town Code); 6) Calls for Service (November 19, 2012 to January 12, 2013); 7) Complaint Notices (November 23, 2012, December 29, 2012, December 30, 2012, and January 11, 2013); 8) Witness Subpoena Notice; and 10) Complaint served on January 12, 2013.		
This agenda form has been reviewed by:	Initials	Comments:
Department Head(s) (Applicable):		
Town Manager:	jwc	



P.O. Box 420
510 Seventh Street
Altavista, VA 24517
Phone (434) 369-5001
Fax (434) 369-4369

February 6, 2013

Annette Gail Hite
327 Myrtle Lane
Altavista, VA 24517

RE: Public Nuisance Determination Hearing

Dear Ms. Hite:

Pursuant to Section 34-32 of the Code of the Town of Altavista, you are hereby notified that a hearing before the Altavista Town Council will be held on Tuesday, February 12, 2013 as to whether or not animals located at your residence constitute a public nuisance. A copy of Article II, Chapter 34 of the Town Code regarding public nuisances is attached for your reference.

The Council meeting will be in the Council Chambers at the Town Hall beginning at 7:00 p.m. This item will be taken up at the appropriate time on the agenda. It is requested that you appear at the hearing.

The hearing is being held pursuant to the procedure outlined in the above referenced Sec. 34-32 of the Town Code and the definition of "public nuisance" in reference to animals contained in Sec. 34-31. Based on three complaints received within a sixty (60) day period [Sec. 34-33(b)] it appears that your animal may constitute a public nuisance.

Pursuant to the ordinance once three complaints about an animal are received in a 60 day period, the owner is notified of a hearing before Council at which the Council will determine whether or not the animal is in fact a public nuisance. The Council's findings will be based on discussion and comments by yourself and any other citizens having knowledge of the issue who wish to address Council.

If Council determines that the animal in question is in fact a public nuisance it will then decide on what must be done to abate the nuisance and a time frame to accomplish the abatement.

At the scheduled hearing you will be offered an opportunity to address Town Council in regard to this issue. Should you have any questions please feel free to contact me at (434) 369-5001.

Sincerely,

A handwritten signature in black ink, reading "J. Waverly Coggsdale, III". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

J. Waverly Coggsdale, III
Town Manager/Clerk

Enclosures

Clay Hamilton
Chief of Police



Phone: (434)369-7425

P.O. Box 420, 510 Seventh St. Altavista, Va. 24517

Fax: (434)369-5046

DATE: February 6, 2013

TO: Waverly Coggsdale
Town Manager, Town of Altavista

FROM: 
Colonel Clay W. Hamilton
Police Chief, Altavista Virginia

SUBJECT: ALTAVISTA POLICE DEPARTMENT'S RECOMMENDATION TO RESOLVE ON-GOING VIOLATION OF TOWN CODE SEC. 34-33. - ANIMALS

ISSUE

The Altavista Police Department has been investigating a public nuisance complaint via "Barking Dogs" complaint in the vicinity of the 300 blk. Myrtle Lane for the past few months. The Altavista Police Department has attempted to have the violator to abate further violations of Town Code 34-33 without success prior to January 12th. 2013.

DISCUSSION

This correspondence is a follow up pertaining to our discussion this morning with John Eller. I was first made aware of a barking dog violation from Mr. Wayne Mitchell several months ago during a social conversation. Mr. Mitchell, who resides at 325 Myrtle Lane stated that his neighbors who resides at 327 Myrtle Lane has several dogs who continue to bark and disrupts the tranquil of the Mitchell' household.

I informed Mr. Mitchell that the Town has a Town Code Section addressing barking dogs as being a public nuisance. I advised Mr. Mitchell to contact the Altavista Police Department whenever the violation was taking place and we would refer the complaints to Campbell County Animal Control. I instructed one of my officers to contact Campbell County Animal Control and make them aware of this complaint. After determining that Campbell County Animal Control did not resolve the issue, the Altavista Police Department elected to resolve this complaint.

I first instructed one of my officers to meet with Ms. Annette Hite who resides at 327 Myrtle Lane and inform her that we are investigating a barking dog complaint and advised her to take actions to cease this violation. I reviewed The Town of Altavista Town Code Section and selected Town Code Section 34-33.- Animals as the appropriate instrument to use to resolve this complaint. **Refer to Attachment I following this correspondence citing Town Code Section 34-33.-Animals.**

According to the Altavista Town Code 34-33.-Animals requirements, the Altavista Police Department must investigate three complaints reference to this Code and serve a notice of violation for each occurrence. Three violations of this Code with-in a sixty-day (60) period would permit the Altavista P.D. to forward the complaint to the Town Council and recommend an Abatement Proceeding under Town Code Section 34-32.-Procedure. **Refer to Attachment II citing Town Code Section 34-32.-Procedure.**

Between November 23, 2012 and December 30, 2012, The Altavista Police Department investigated three barking dog complaints at the above address. Ms. Hite was served three separate notices reference to violating Town Code Section 34-33.-Animals.

Since the issue was not resolved and the violator continued to allow her dogs to bark, I elected to refer to Town Code Section 18-4 Noise Animals and Fowl which permits the Police Department to issue a summons to the violator if violation does not cease. I informed Mr. Mitchell of my intent and advised him that if the police respond to the complaint and does not observe the violation, the complainant will be subpoena as a witness. I also informed Mr. Mitchell not to be surprised if the first offense is dropped or taking under advisement by the Court. **Refer to Attachment III citing Town Code Section 18-4.- Noise Animals and Fowl.**

On January 11th. 2013, Officer W.R. Haugh was dispatched to Ms. Hite's residence to investigate another barking dog complaint. Officer Haugh served Ms. Hite's daughter the new notice informing her mother would be charged with a class 4 misdemeanor if the Police Department received another complaint reference to Town Code Section 18-4. On January 12th. 2013 Officer Haugh personally served Ms. Hite the same notice Ms. Hite's daughter signed. Approximately 1 hour later Officer Haugh received another barking dog complaint at Ms. Hite's residence. Officer Haugh executed a summons to Ms. Hite, charging her with violation of Town Code Section 18-4. **Refer to Attachment IV depicting time table of all calls for service reference to 327 Myrtle Lane location.**

On February 5th. 2013 the case against Ms. Hite was heard in the Campbell County General District Court. The case was dismissed due to no corroborating witnesses and it was the word between two partial individuals.

On February 5, 2013, Mr. Mitchell informed me that the barking dog issue has immensely curtailed with the exception of a couple of times since Ms. Hite was served the summons. I advised Mr. Mitchell to continue to contact the police if the violation continues and we would continue to proceed our enforcement under the two Town Code Sections. As of January 12, 2013, the Altavista Police Department has not received any calls for service to investigate barking dog complaints at 327 Myrtle Lane.

CONCLUSION

The Altavista Police Department is forwarding the complete investigation package to the Altavista Town Manager, Mr. Waverly Coggsdale for further review.

OTHER DOCUMENTS INCLUDED IN THIS PACKAGE:

- Attachment I - Altavista Town Code Section 34-33.- Animals
- Attachment II- Altavista Town Code Section 34-32.- Procedure
- Attachment III- Altavista Town Code Section 18-4.- Noisy Animals and Fowl
- Attachment IV- Time Table Calls For Service
- Four (4) letters served to Ms. Hite with Server's signature
- One (1) Virginia Uniform Court Summons
- Calls Form Service Documentation

ATTACHMENT I

Sec. 34-33. - Animals.

(a)

It shall be unlawful for any person to own an animal that is a public nuisance within the boundaries of the town. Any such public nuisance shall be abated by the owner and shall be subject to the abatement procedures of this article.

(b)

If a public nuisance under this section disturbs any person, and the police department receives a complaint from such person, the department shall serve upon the owner of the offending animal notice of the complaint and a copy of this article. Upon the receipt of the second and third complaints within a period of 60 days, the owner shall be served with similar notices, the third notice stating that the offending animal appears to constitute a public nuisance and is subject to abatement procedures under sections 34-32—34-35.

(c)

In addition to the provisions of subsections (a) and (b) of this section, any animal causing a disturbance or annoyance in any manner described, or any combination thereof, shall constitute an apparent public nuisance within the meaning of section 34-31(2), and subject to the abatement procedures under sections 34-32—34-35, if no less than three persons familiar with such animal petition the town complaining about the animal causing the disturbance.

(d)

Any owner of an animal so reported as being a public nuisance shall be subject to the procedure set forth in section 34-32, and, upon a finding by the town council that such animal constitutes a public nuisance, the council shall give the owner of such animal a reasonable time to take such measures as may be reasonably necessary to abate such nuisance including, but not limited to, confining such animal or removing the animal beyond the town limits. Upon the failure of such owner to comply with the abatement order of the council within the prescribed time, the town may confiscate the animal and dispose of it according to law. Failure by such owner to comply with such order shall constitute a violation of this article and shall be punishable as prescribed in section 34-38

(Code 1968, § 8-16)

ATTACHMENT II

Sec. 34-32. - Procedure.

(a)

Every public nuisance shall be abated by the owner or occupant of the property from which the public nuisance emanates, at the expense of such owner or occupant, pursuant to the procedure set forth in this section.

(b)

Prior to declaring the activity or condition in question a public nuisance, such owner or occupant shall be afforded reasonable notice and opportunity for a hearing before town council, which shall, if necessary, specially convene for this purpose.

(c)

If, after such hearing duly held before the town council, the council finds that the activity or condition complained of is in fact a public nuisance, the town council shall give the owner or occupant a reasonable time to abate the public nuisance, taking into account the urgency of the need for abatement and the difficulty involved in abatement. Failure by the owner to abate such public nuisance within the time limit shall constitute a violation of this article and shall be punishable as prescribed in [section 34-38](#). Upon the failure of the owner or occupant to abate such public nuisance within the time limit as established by the council, the town manager or any duly authorized agent of the town may abate such public nuisance by whatever means are deemed reasonable and necessary by the town manager.

(d)

Should any public nuisance be of such a nature as to pose an immediate threat to the health or safety of the public, such public nuisance shall be abated immediately by the owner or occupant of the property from which such public nuisance emanates or arises. If such public nuisance is of such a serious and immediate nature as to pose an imminent threat to the health and safety of the community or any part thereof, or should such public nuisance fall within the legal classification of a public nuisance per se, or a public nuisance in fact, the town manager or other duly authorized agent of the town shall cause the town police to serve notice upon the owner or occupant of the property from which the public nuisance emanates to abate such public nuisance within such period as the town manager deems expedient for public health and safety. If such owner fails to abate such public nuisance, the town manager or duly authorized agent may take immediate and summary action to abate such public nuisance to the extent that the imminence and the seriousness of such public nuisance are reasonably reduced to a safe level. In this case, the right to notice and hearing to the owner or occupant of property from which such public nuisance emanates or arises shall be afforded such owner as soon after such public nuisance is abated as is possible. The council shall at the hearing render a decision as to the permanent abatement of such public nuisance, and such decision shall be implemented in the same manner as set forth in subsection (c) of this section.

(e)

Any decision of town council with regards to a public nuisance after such notice and hearing shall be subject to judicial review by the county circuit court upon appeal to such court.

ATTACHMENT III

Sec. 18-4. - Noisy animals and fowl.

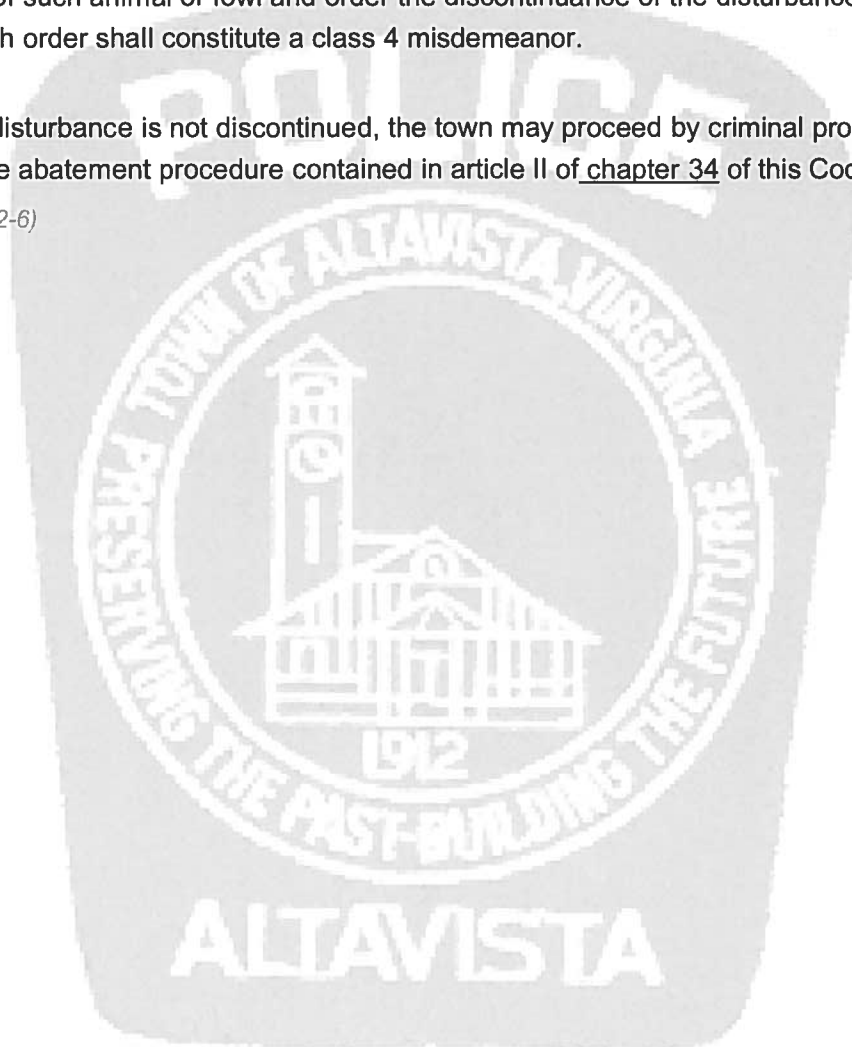
(a)

No person shall have or keep any animal or fowl which, by making or causing frequent or long, continued and unreasonable noise, shall disturb the comfort and repose of any person in the vicinity. Upon complaint being made to the police department that the provisions of this section are being violated, such officer may, after investigation, give notice of such complaint to the owner or person in charge of such animal or fowl and order the discontinuance of the disturbance. Failure to comply with such order shall constitute a class 4 misdemeanor.

(b)

If such disturbance is not discontinued, the town may proceed by criminal prosecution or under the nuisance abatement procedure contained in article II of chapter 34 of this Code.

(Code 1968, § 12-6)



ATTACHMENT IV

CFS #	Date	Address	Complainant	Officer	Complaint	Result
2012-050521	10/19/2012	327 Myrtle Ln.	325 Myrtle Ln.	Haugh Jefferson	Barking Dog	Served violator's adult daughter with notice of abatement ordinance. No barking dogs heard.
2012-050685	10/20/2012	327 Myrtle Ln.	327 Myrtle	Haugh	Follow up	Served Ms. Hite copy of barking dog ordinance. No dogs heard barking.
2012-056478	11/23/2012	327 Myrtle Ln.	325 Myrtle Ln.	Earhart Moorefield	Barking dog	Officers heard one dog barking however it was silenced by a male subject at the residence.
2012-056537	11/24/2012	327 Myrtle Ln.	327 Myrtle Ln.	Davis	Follow up	Attempt to serve notice. No dogs heard barking.
2012-056710	11/25/2012	327 Myrtle Ln.	327 Myrtle Ln.	Davis	Follow up	Attempt to serve notice. No dogs heard barking
2012-062379	12/29/2012	327 Myrtle Ln.	325 Myrtle Ln.	Haugh Jefferson	Barking Dog	No dogs heard barking.
2012-062461	12/30/2012	327 Myrtle Ln.	Goggins	Goggins	Follow up	Serve notice. Dog barked at the officer when he entered the yard.
2012-062491	12/30/2012	327 Myrtle Ln.	325 Myrtle Ln.	Goggins	Barking Dog	No dog heard barking.
2013-001272	01/08/2013	327 Myrtle Ln.	325 Myrtle Ln.	Goggins	Barking Dog	No dog heard barking.
2013-001821	01/11/2013	327 Myrtle Ln.	325 Myrtle Ln.	Haugh	Barking Dog	Dogs began barking only when officer entered the yard. Served subject with second abatement notice.
2013-001878	01/12/2013	327 Myrtle Ln.	327 Myrtle Ln.	Goggins	Follow up	Subject requested to speak with officer. Dog only barked when the officer entered the property.
2013-001946	01/12/2013	327 Myrtle Ln.	327 Myrtle Ln.	Haugh	Follow up	Violator requested to speak with officer reference to earlier barking dog complaint. No dogs heard barking.
2013-001956	01/12/2013	327 Myrtle Ln.	318 Myrtle Ln.	Haugh	Barking Dog	No dogs heard barking. Summons issued to suspect.

November 23, 2012

Annette Gail Hite
327 Myrtle Lane
Altavista, VA 24517

CFS: 2012-056478
Time Received: 10:26pm

A 2nd complaint was received by the Police Department concerning your dog barking on 11-23-2012 at 10:26pm. Upon the Police Department's arrival at your residence your dog could be heard barking in the rear of your residence.

Below is the Town Code pertaining to your dog causing a public nuisance.

Sec. 34-33. - Animals.

(a)

It shall be unlawful for any person to own an animal that is a public nuisance within the boundaries of the town. Any such public nuisance shall be abated by the owner and shall be subject to the abatement procedures of this article.

(b)

If a public nuisance under this section disturbs any person, and the police department receives a complaint from such person, the department shall serve upon the owner of the offending animal notice of the complaint and a copy of this article. Upon the receipt of the second and third complaints within a period of 60 days, the owner shall be served with similar notices, the third notice stating that the offending animal appears to constitute a public nuisance and is subject to abatement procedures under sections 34-32—34-35.

(c)

In addition to the provisions of subsections (a) and (b) of this section, any animal causing a disturbance or annoyance in any manner described, or any combination thereof, shall constitute an apparent public nuisance within the meaning of section 34-31(2), and subject to the abatement procedures under sections 34-32—34-35, if no less than three persons familiar with such animal petition the town complaining about the animal causing the disturbance.

(d)

Any owner of an animal so reported as being a public nuisance shall be subject to the procedure set forth in section 34-32, and, upon a finding by the town council that such animal constitutes a public nuisance, the council shall give the owner of such animal a reasonable time to take such measures as may be reasonably necessary to abate such nuisance including, but not limited to, confining such animal or removing the animal beyond the town limits. Upon the failure of such owner to comply with the abatement order of the council within the prescribed time, the town may confiscate the animal and dispose of it according to law. Failure by such owner to comply with such order shall constitute a violation of this article and shall be punishable as prescribed in section 34-38

Should you have any questions feel free to contact me.

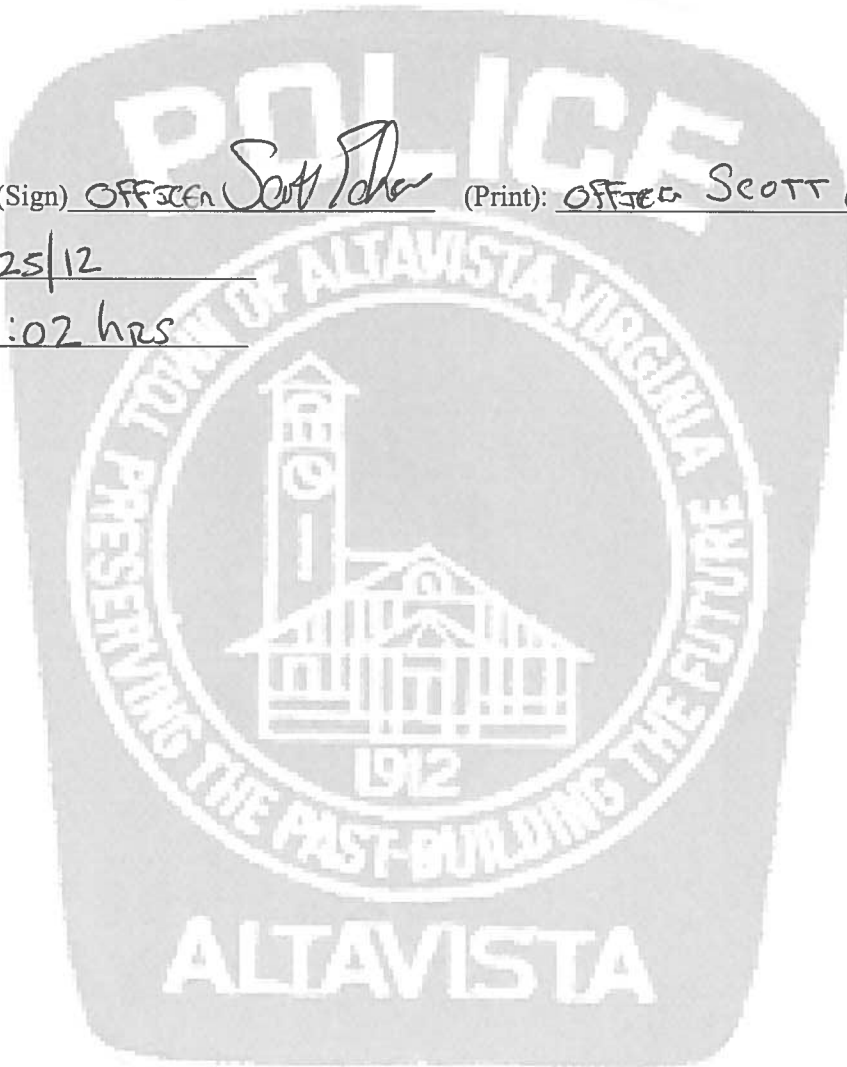
Officer Scott Earhart 1411

Officer Scott Earhart
Altavista Police Department
K-9 Unit

Serving Officers Name: (Sign) Officer Scott Earhart (Print): Officer Scott Earhart

Date Served: 11/25/12

Time Served: 21:02 hrs



Clay Hamilton
Chief of Police



Phone: (434)369-7425

P.O. Box 420, 510 Seventh St. Altavista, Va. 24517

Fax: (434)369-5046

December 29, 2012

Annette Gail Hite
327 Myrtle Lane
Altavista, VA 24517

CFS: 2012-062379
Time Received: 10:26pm

A complaint was received by the Police Department concerning your dog barking on 12-29-2012 at 10:26pm. This is the second complaint within the past 60 days.

Below is the Town Code pertaining to your dog causing a public nuisance.

Sec. 34-33. - Animals.

(a)

It shall be unlawful for any person to own an animal that is a public nuisance within the boundaries of the town. Any such public nuisance shall be abated by the owner and shall be subject to the abatement procedures of this article.

(b)

If a public nuisance under this section disturbs any person, and the police department receives a complaint from such person, the department shall serve upon the owner of the offending animal notice of the complaint and a copy of this article. Upon the receipt of the second and third complaints within a period of 60 days, the owner shall be served with similar notices, the third notice stating that the offending animal appears to constitute a public nuisance and is subject to abatement procedures under sections 34-32—34-35.

(c)

In addition to the provisions of subsections (a) and (b) of this section, any animal causing a disturbance or annoyance in any manner described, or any combination thereof, shall constitute an apparent public nuisance within the meaning of section 34-31(2), and subject to the abatement procedures under sections 34-32—34-35, if no less than three persons familiar with such animal petition the town complaining about the animal causing the disturbance.

(d)

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Should you have any questions feel free to contact me.

W.R. Haugh, III

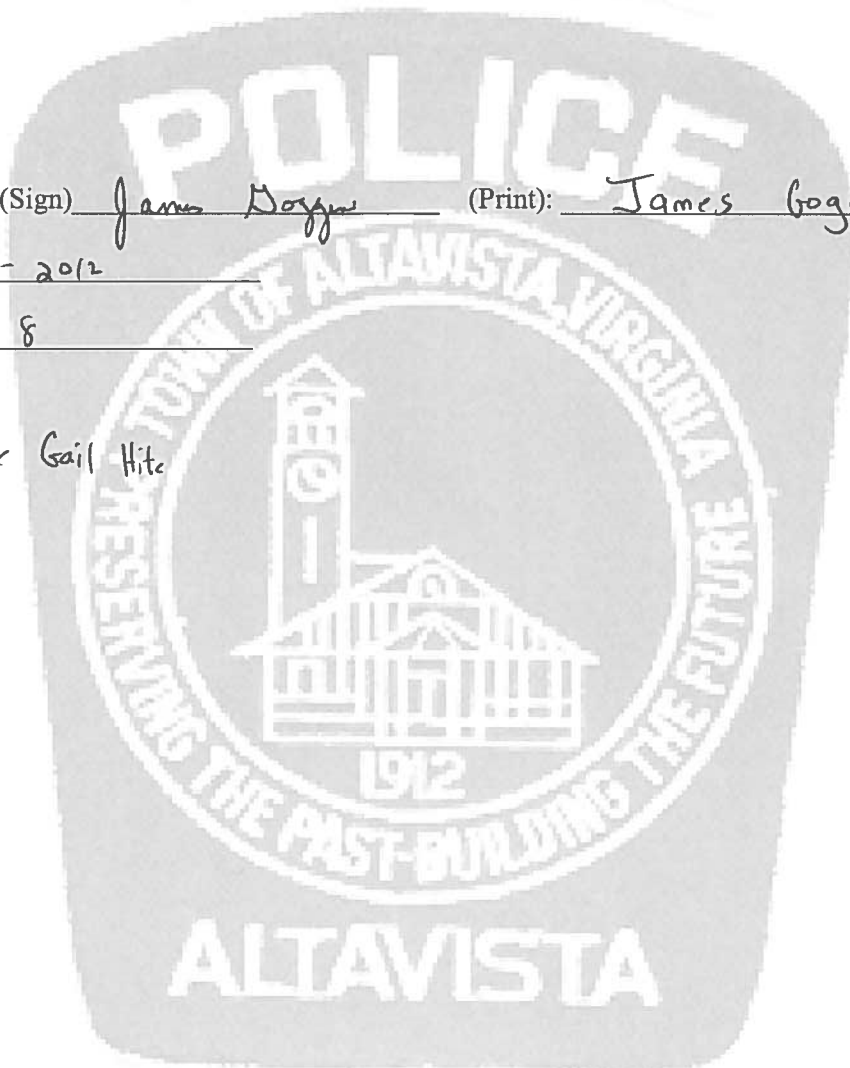
Officer W.R. Haugh, III
Altavista Police Department

Serving Officers Name: (Sign) James Goggins (Print): James Goggins

Date Served: 12-30-2012

Time Served: 14:48

* Serve to Annette Gail Hite



December 30, 2012

Annette Gail Hite
327 Myrtle Lane
Altavista, VA 24517

CFS: 2012-062491
Time Received: 1:56pm

A complaint was received by the Police Department concerning your dog barking on 12-30-2012 at 1:56pm. This is the THIRD complaint within the past 60 days (1st-11/23/12, 2nd-12/29/12, 3rd-12/30/12).

Pursuant to the Code of the Town of Altavista, your dog, based upon Sec 34-33(b) (the three complaints within 60 days), appears to constitute a public nuisance and is now subject to abatement procedures under sections 34-32—34-35. This information will be forwarded to the Town Management for review and further action. Below is the applicable Code section, for your reference.

Sec. 34-33. - Animals.

(a)

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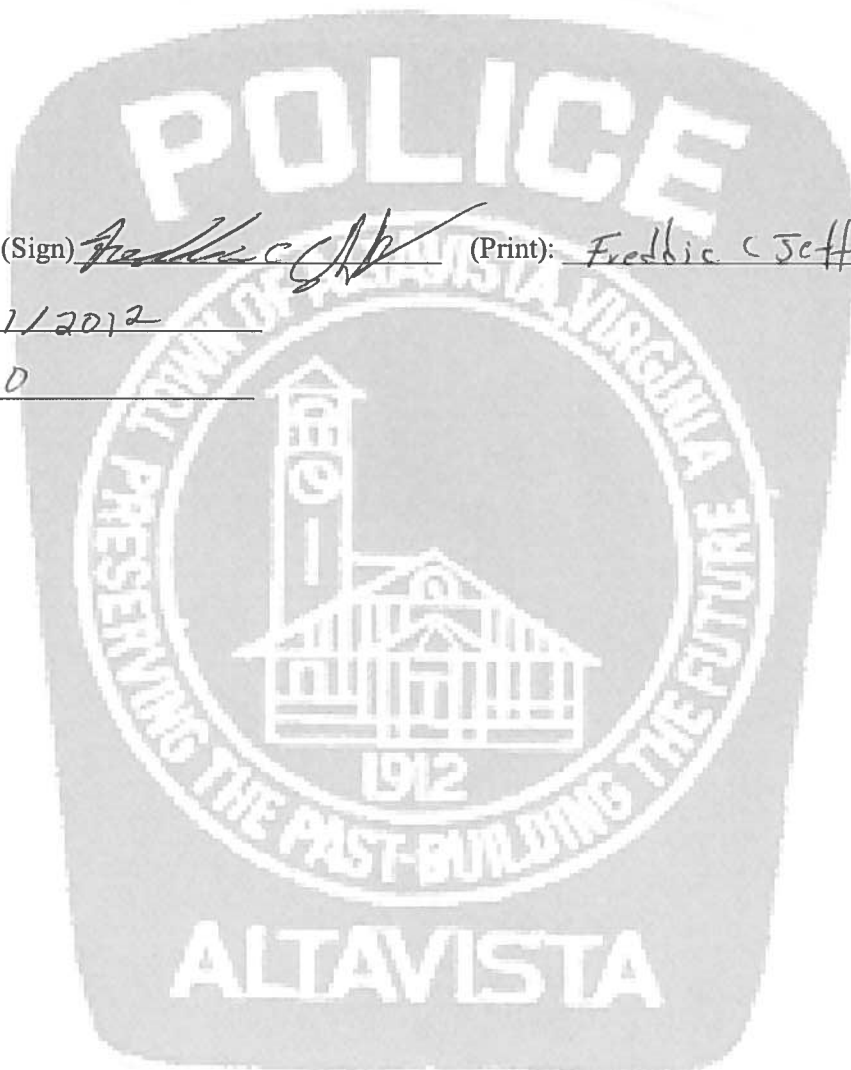
Should you have any questions feel free to contact me.

J. Goggins
Officer J. Goggins
Altavista Police Department

Serving Officers Name: (Sign) Freddie C. Jefferson (Print): Freddie C. Jefferson

Date Served: 12/31/2012

Time Served: 19:10



Clay Hamilton
Chief of Police



Phone: (434)369-7425

P.O. Box 420, 510 Seventh St. Altavista, Va. 24517

Fax: (434)369-5046

Annette Gail Hite

327 Myrtle Lane

Altavista, Va. 24517

C.F.S. #: 2013-001821

Date Received: 1/11/13

Time Received: 2230

A complaint was received by the Altavista Police Department concerning your barking dog on 1/11/2013 at 2230hrs. This is the FOURTH within the past 60 days.

Below is the Town Ordinance pertaining to your dog/s causing frequent or loud noises:

Sec. 18-4 Noise Animals & Fowl

(a)

No person shall have or keep any animal or fowl which, by making or causing frequent or long, continued and unreasonable noise, shall disturb the comfort and repose of any person in the vicinity. Upon complaint being made to the police department that the provisions of this section are being violated, such officer may, after investigation, give notice of such complaint to the owner or person in charge of such animal or fowl and order the discontinuance of the disturbance. Failure to comply with such order shall constitute a class 4 misdemeanor.

(b)

If such disturbance is not discontinued, the town may proceed by criminal prosecution or under the nuisance abatement procedure contained in article II of chapter 34 of this Code.

Should you have any questions, please don't hesitate to contact me.

WRK

Officer W.R. Haugh, III

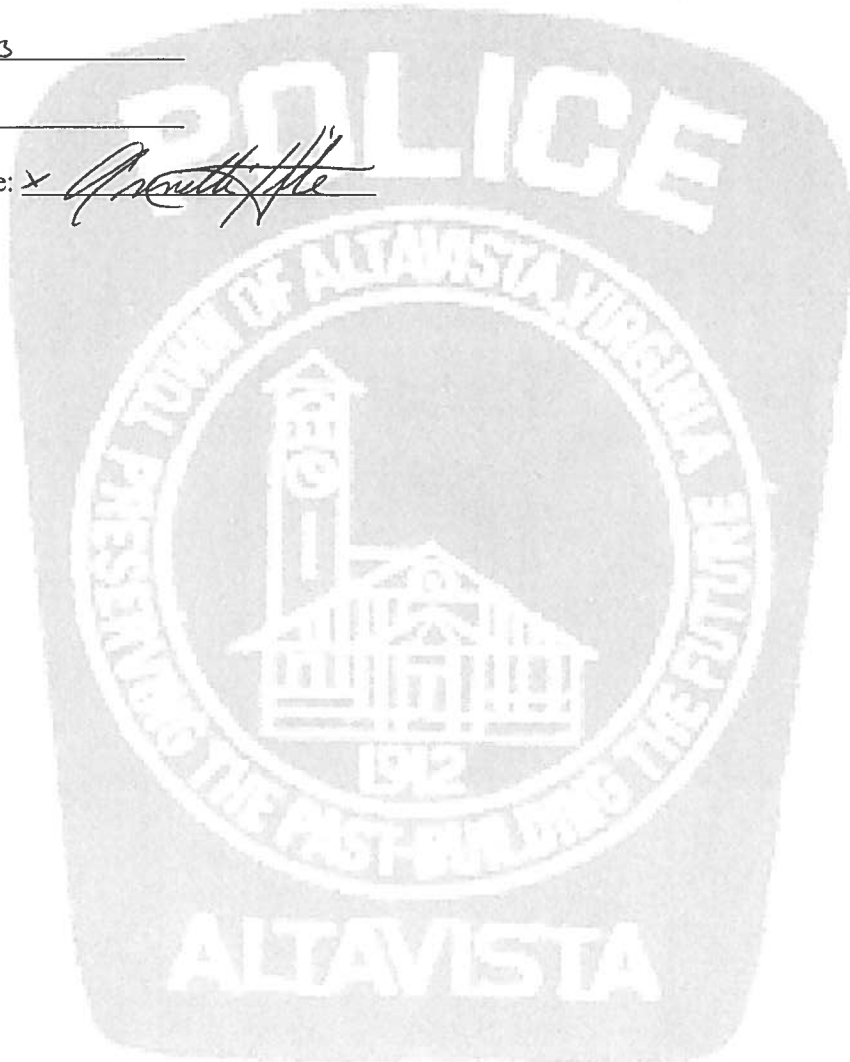
Altavista Police Department

Serving Officer's Name: (Sign) WRK (Print) W R - HAUGH, III

Date Served: 1/12/13

Time Served: 1915

Person Receiving Service: x [Signature]



Clay Hamilton
Chief of Police



Phone: (434)369-7425

P.O. Box 420, 510 Seventh St. Altavista, Va. 24517

Fax: (434)369-5046

Annette Gail Hite

327 Myrtle Lane

Altavista, Va. 24517

C.F.S. #: 2013 - 001821

Date Received: 1/11/13

Time Received: 2230

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Officer W.R. Haugh, III

Altavista Police Department

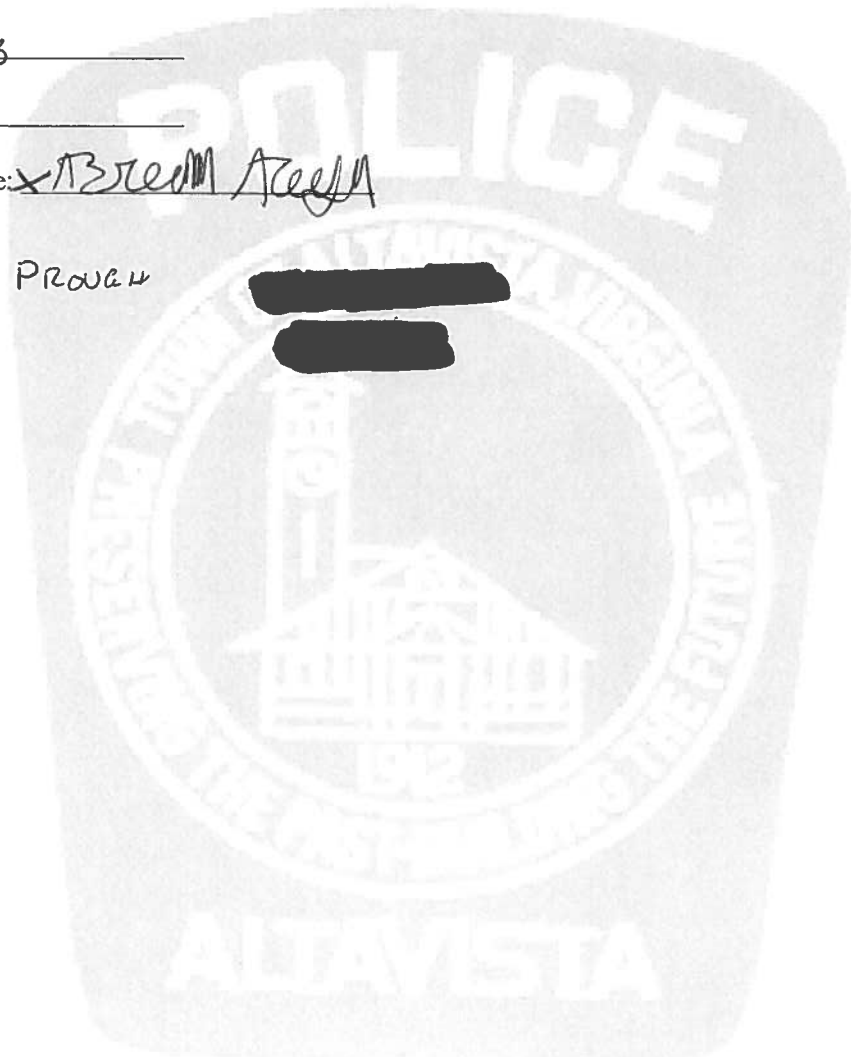
Serving Officer's Name: (Sign)  (Print) W.R. HAUGH, III

Date Served: 1/11/13

Time Served: 2210

Person Receiving Service: X 

BROOKLYNN PAIGE PROUGH
321 MYRTLE LN
ALTAVISTA, VA



REQUEST FOR WITNESS SUBPOENA

Commonwealth of Virginia

VA. CODE §§ 8.01-407, 16.1-265, 17.1-617, 19.2-267

Rules 3A:12, 7A:12, 8:13

(PLEASE PRINT)

Campbell

CITY OR COUNTY

☒ GENERAL DISTRICT COURT (☐ Civil ☒ Criminal ☐ Traffic)☐ JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT

Please subpoena the witnesses below to appear before the Court on the date shown. (See Va. Code § 17.1-617 regarding limitation on compensation of subpoenaed witnesses.) Requests for subpoenas for witnesses should be filed at least ten days prior to trial or hearing.

WITNESSES (IF MAILING ADDRESS IS RFD, P.O. BOX, ETC., PLEASE INDICATE LOCATION WHERE WITNESSES CAN BE FOUND.)

Brumfield, Michele K NAME (LAST, FIRST, MIDDLE)	
318 Myrtle Lane STREET ADDRESS/LOCATION	
Altavista, VA 24517 CITY, STATE, ZIP CODE	
Campbell [] CITY OF [] COUNTY NAME	
(434) 369-4925 TELEPHONE NUMBER	
NAME (LAST, FIRST, MIDDLE)	
STREET ADDRESS/LOCATION	
CITY, STATE, ZIP CODE	
[] CITY OF [] COUNTY NAME	
() TELEPHONE NUMBER	

CASE NO.

REQUEST FOR WITNESS SUBPOENA☐ Commonwealth of Virginia☐ CITY ☐ COUNTY ☐ TOWN of

[]
NAME OF PLAINTIFF(S)/PETITIONER(S) (LAST, FIRST, MIDDLE)
(IN CIVIL CASES ONLY)

v./ In re

Hite, Annette Gail

NAME OF DEFENDANT/CHILD (LAST, FIRST, MIDDLE)
LIST ONLY ONE DEFENDANT

Charge: Barking Dog (Altavista Code 18-4)
(TRAFFIC OR CRIMINAL CASE)

COURT DATE AND TIME:

February 5, 2013

2:00 pm

REQUEST ON BEHALF OF

[] Commonwealth [] City, County, Town of
[] PLAINTIFF(S) [] DEFENDANT(S) [] JUVENILE
[] PETITIONER [] RESPONDENT

REQUESTED BY:

Officer W.R. Haugh, III

PRINTED NAME

SIGNATURE

(434) 369-7425
TELEPHONE NUMBER

COURT USE ONLY

DATE RECEIVED

DATE ISSUED

Clay Hamilton
Chief of Police



Phone: (434)369-7425

P.O. Box 420, 510 Seventh St. Altavista, Va. 24517

Fax: (434)369-5046

Annette Gail Hite

327 Myrtle Lane

Altavista, Va. 24517

C.F.S. #: 2013-001821

Date Received: 1/11/13

Time Received: 2230

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WRK

Officer W.R. Haugh, III

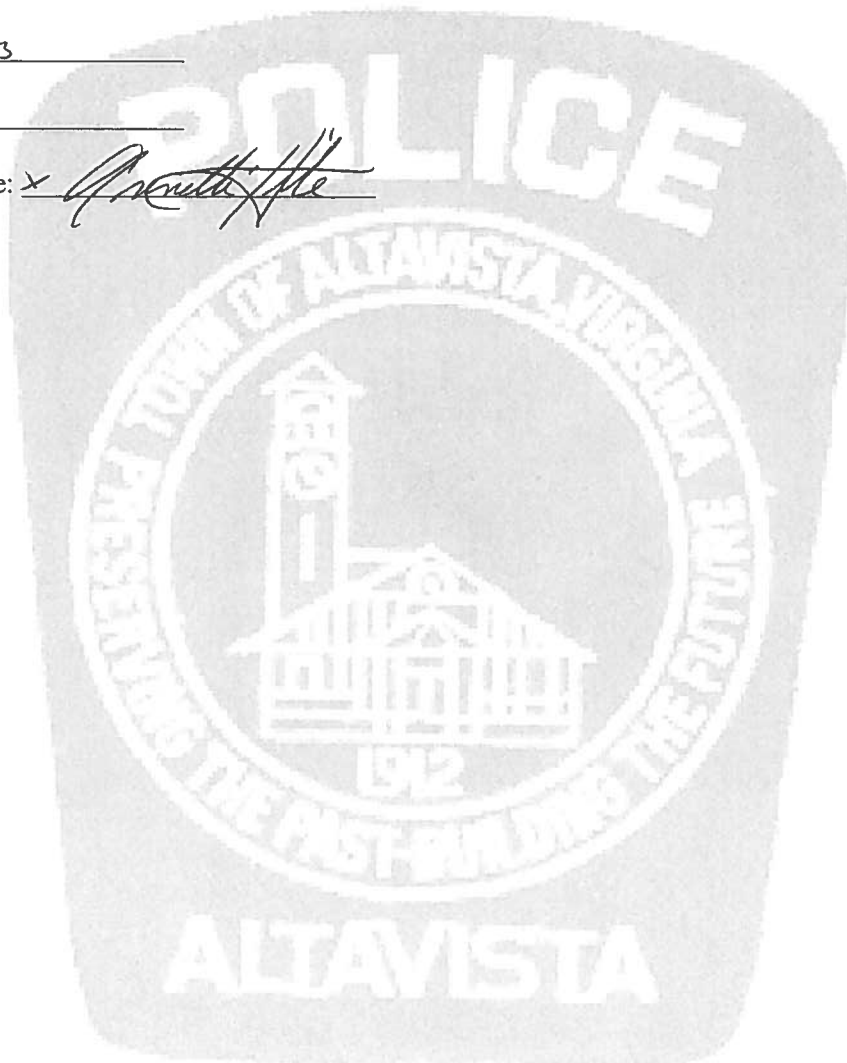
Altavista Police Department

Serving Officer's Name: (Sign) WRK (Print) W.R. Haugh, III

Date Served: 1/12/13

Time Served: 1915

Person Receiving Service: X [Signature]





Town of Altavista Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #: 11b - e

Meeting Date: February 12, 2013

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Annual Reports

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

The following agencies/commissions/departments will deliver an annual report for calendar year 2012 to Council this evening.

- Altavista Area Chamber of Commerce
- Altavista On Track
- Planning Commission
- Police Department



Altavista Area Chamber of Commerce

February 6, 2013

Mayor Mike Mattox
Town Council Members
Town of Altavista
Altavista, VA 24517

Dear Council Members:

A Chamber is a voluntary partnership of business and professional people working together to build a healthy economy and improve the quality of life in our community. Businesses, organizations and individuals who care about the socioeconomic climate join together because they know they stand a better chance of getting things done when they speak as one united voice.

The Altavista Chamber has been the voice of business since the early 1930's disbanding during the war and reorganizing afterwards. Today, under the leadership of the Board of Directors, the Chamber is stronger than ever and is able to undertake considerable activities that are beneficial to the community.

In 2012, the Chamber Board conducted extensive strategic planning sessions and determined priorities for the Chamber:

- Economic Development was a high priority. Chamber will partner with all economic entities for the betterment of Altavista.
- Workforce Development – Chamber will explore all possible ways we can to have an impact to ensure we have a qualified workforce that can meet the needs of our businesses, current and future.
- Membership – Chamber will focus more on the Chamber members, their needs and have enhanced communications with them.
- Committee Structure – Determine if our work groups or committees are aligned with our mission and vision and strategic plan.
- Valuation of the Chamber's services, products and programs.

Attached is a more thorough overview of the Chamber's work for you to review. Please advise should you have questions. Also, attached is a list of our 2013 Board Members and quotes from members.

On behalf of the Chamber, I thank you for your past and future support of our organization. Your support has enabled us to function at a very high level for a small Chamber. We are grateful for the excellent working relationship we have with the town and we hope you value all that we do.

Best Regards,

Patty W. Eller, President

Altavista Area Chamber of Commerce

2013 Board of Directors

Steve Farmer, Chairman, Steve Farmer Auto

Jeff Rasmussen, Chair-Elect, Abbott

Major Gilbert, Treasurer, Altavista Church Supply Store

Linda Rodriguez, Secretary, CVCC

Carroll Shelton, First National Bank

Jon Travis, AXA Financial Advisor

Eric Fletcher, State Farm Insurance

Mark Thomas, Altavista Journal

Betty Carter, Food Lion

Waverly Coggsdale, Town of Altavista

Gordon Bratz, Retired Military

Chamber Staff: Patty Eller, President

Hank Frazier, Office Manager

Heather Reynolds, Technology & Communications

Altavista Area Chamber of Commerce

2012 Program of Work

Vision: Business' Premier Partner

Mission: Creating Value for Business

Serving the Business Community:

Business Seminars - Our business seminars feature two main goals – a high level of relevancy to your business and a high quality educational experience.

Business at Lunch – Throughout the year we sponsor lunch or breakfast meetings with informative programs and knowledgeable speakers. At these meetings, members will have the opportunity to network and gain helpful information.

Chamber Website – Gives worldwide exposure for members including their business profiles and contact information. Remember, when people search the web for information about a community the very first place they look is the community's Chamber of Commerce.

The Chamber provides a **Community Calendar** on our website for Chamber members, civic groups, non-profits, schools, churches and government to post events, programs, etc. The Chamber Community Calendar is the place to go to learn about all the happenings in the area. The Chamber also promotes members events on Facebook and e-mail blasts..

A great **Member-to-Member Benefit** is the member coupon page on the website. Members post the coupon and residents have access to print them and use. Members can also post job openings on the website.

Chamber Benefit Program – Chamber Members are entitled to discounts with Office Max up to 25% which could easily exceed your membership investment. Members also have access to Payroll4Members, WorkersComp4Members, Fed Ex discounts, PriceLock, Anthem value added options and many more.

The **Chamber Rx Discount Card** continues to provide cost savings for prescription drugs. Many small businesses do not have access the health insurance for their employees.

Membership Directory – Continue participating in the Altavista Journal's Visitors Guide which includes a Chamber membership directory. Chamber members receive a discount when they advertise in this guide.

Page 2 – 2012 Program of Work

Map Publication – The Chamber reprinted the Altavista town map which lists all Chamber Members. Maps are widely distributed throughout the area.

Monthly e-Newsletter – The Chamber's monthly e-Newsletter keeps our members informed of the upcoming programs, seminars and all Chamber activities. Our goal is to keep our members connected. We also promote our members events via newsletters and email marketing.

Business Solutions Expo – At this popular event, exhibitors from the entire area come together to demonstrate the latest technology and products they offer and network with businesses and the public.

Free Business Development Assistance – The Chamber will continue to identify and promote organizations who provide free assistance to existing and new businesses in our area. We facilitate counseling with the Small Business Development Center and the Virginia Department of Business Assistance. We promote SCORE, an organization supported by the US Small Business Administration, which offers free on-line advice and one-on-one counseling.

Legislative Events – Annual Legislative Breakfast is when our elected representatives appear and explain the legislative activity in the most recent General Assembly session and its impact on our area. The Chamber will strive to identify other legislative opportunities as relevant to business.

Economic Development – Chamber representatives serve on the town and county, regional committees that are developing economic strategies that will help move our community forward and leverage all opportunities for the best economic outcome possible. The Chamber has made it a priority to serve in a supporting role to any other organization which is deemed necessary and prudent to foster economic prosperity.

Enhanced Image – Being a Chamber Member has a positive impact on the consumer's perception of a business and enhances the image of the business as being an active participant in the business community. Our chamber will endeavor to be the best it can be and provide members with information, resources, services and products that will reflect integrity and are a value to our business community.

Business Committee – The group is responsible in determining what the needs of the business community are and identifying ways the Chamber can assist. This committee meets monthly at the Train Station and provides networking opportunities for businesses.

Business of the Year – Each year Chamber businesses are recognized for setting high standards and ethical practices in the Altavista area.

After Hours Mixers – Networking opportunities for all members in fun, relaxed environment. Mixers generate leads for finding new customers which result in additional sales revenue.

Ribbon Cutting Ceremonies for New Business to provide a boost for your business.

Cooperation with Local, County, State Government on Business Issues

Annual Report/Dinner to review prior year and inform members of plans for the upcoming year. This is our community awards event and we also provide a motivational speaker to energize the audience going forward into the new year.

Member of VA Chamber of Commerce

Member of VA Chamber of Commerce Executives Association

Member of American Chamber of Commerce Executives Association

Serving the Altavista Area Citizenry:

Tourism – Maps – Brochures - As the first point of contact for most people new to the area, the Chamber provides visitors information on the area which is located in the chamber office. We publish the Chamber sponsored map of Altavista which is made available to visitors and residents. We also distribute the Map and Visitor and Newcomers Guide to strategic locations throughout the area. Chamber members' brochures are displayed and given to visitors.

Publicity – Via the Chamber Website and numerous modes of advertising of events and programs, the Chamber promotes the Altavista area.

The Chamber sponsors a community calendar on the Chamber Website

Train Station Rental – The Chamber facilitates the rental of the train station for civic, chamber members, and individual parties, meetings, etc.

Uncle Billy's Day – The Chamber is the organizing entity of this 63 year old festival. This is the largest event held in the town and surrounding area.

Thank Goodness It's Friday Celebrations – Town-wide TGIF event held last Friday of each month May thru August. This event provides a gathering for the entire community to enjoy with live music, food and beverages and for business to make contacts.

Town-wide Cleanup – We organize the annual clean- up campaign to make our town as attractive as possible. Good relations building with other organizations and individuals.

Golf Tournament – We organize a fun day of golf for members and their invited guests. Good networking and advertising opportunities throughout the day.

Teacher of the Year Award – Teachers are selected annually for recognition. This provides an opportunity for the business community to show appreciation for dedicated, effective teachers in our community. Students are our future workforce and business leaders and the Chamber values a strong educational system.

Scholarship for Chamber Member –A scholarship is awarded to a chamber member or their family member with high academic standards to provide aid for their academic quest.

Teacher Endowment at Lynchburg College – The Chamber's endowment is for local teachers to advance their education and become better teachers in our area school systems. A local teacher benefited from this endowment in 2012.

Citizen of the Year Award – Outstanding citizen of the year is recognized for the many contributions he/she has made which have positively impacted the town.

Christmas Parade – The Chamber partners with other groups to organize and present the annual Christmas parade for the citizens of the Altavista area to enjoy.

Collaboration – The Chamber frequently joins forces with other organizations in the community to work together on various projects. We have collaborated with Avoca, Altavista Fire Department, Rotary Club, AOT, ABWA, Band Boosters, Staunton River Women's Club, Campbell County and Altavista Economic Development.


Chamber Rx Prescription Discount – The Chamber provides access to prescription discounts through its Rx program. This is available to the entire community to help alleviate the high cost of prescription drugs.

Altavista On Track

A VIRGINIA MAIN STREET COMMUNITY

DATE: February 7, 2013

TO: The Hon Mike Mattox, Mayor, Town of Altavista, and Members of Council

FROM: Jo Kelley, Executive Director, Altavista on Track 

RE: Report to Council – FY 2013 Accomplishments to Date and 2014 Projected Work

On behalf of Altavista on Track, I wish to express our appreciation for your continued support and interest in Altavista's Main Street Program. We operate on a fiscal year, and are mid-way through our FY 2013 work plan. We have had a successful year to date, and submit the following information as an interim report. I have also included a listing of our projected FY 2014 activities and prior year work highlights. Thank you for this opportunity to provide information to you and please let us know if you would care for any additional information on our program initiatives.

FY 2013 Work Recap

- **Economic Restructuring/Design Committee Work Highlights**
 - Developed and began execution of a coordinated Economic Restructuring and Design Committee Work Plan**, that, in addition to other business retention and recruitment activities, focuses on three initiatives: attraction of a destination, independent nighttime eatery; street art for the central core that honors our industrial heritages of railroading, textile and furniture making; and, long range planning for a farmer's market.
 - Continued development and management of Altavista Art & Antiques (AAA)**, an arts and antiques business incubator and community activity center for arts and music instruction. AAA began its third year of operation last November. Twenty one vendors rent spaces to sell art and antiques and provide art and music instruction; two have matriculated out of the store to their own business sites. Vendor rental and a sales commission meet the expenses of the program. An expansion of the business space is underway to allow additional rentals in the lower level. This expansion would allow AOT to secure additional vendors for sale and instructional classes, and increase our profit.

-Continued Business retention and recruitment activities – AOT staff and board members are in continuous contact with existing merchants to assist in communication and offer program support, including one-on-one retail training. We meet and work with prospective businesses, and we are in continuous communication with downtown property owners.

- **Promotion Committee Highlights**

- Conducted 6 monthly Downtown Cruise In events and one car show event** as part of Uncle Billy's Day.

- Organized Annual Scarecrow Stroll, with 31 entries.** Coordinated all event activities, including public voting for a \$150 cash prize winner to the best scarecrow maker. Event was well marketed and brought people to the business district.

- Coordinated 1st Annual Town Wide Yard Sale, with 60 registered vendors** for a sale in the Trade Lot. Coordinated simultaneous sidewalk sales with participating merchants and conducted a promotional that brought people to Altavista throughout the region. Fifteen local businesses participated in \$50 sponsorships to help with the promotional work. Local merchants reported they profited by participating in this event.

- Organized holiday and other promotions with local merchants;** sponsored ads in Altavista Journal and on KD-Country Radio.

- Coordinated Altavista Christmas Parade,** with the Area Chamber of Commerce and Rotary Club.

- **Organization Committee Highlight**

- Organized and executed the 6th Annual Gibley Jog 5k Run,** which brought close to 400 runners to the event from San Jose, Ca, to Maine. This event has become a signature event for the Town of Altavista, and we will continue to grow it, through additional marketing and modernizing the registration process and race equipment. This is AOT's major fund raiser and sponsorships increased this year, along with race registrations.

- **Board and Staff Work** – Current President, Herb Miller, and all board members volunteer a substantial amount of time to AOT initiatives. Among other duties, an Executive Committee, comprised of the Board Officers, provides oversight for the Altavista Art & Antiques program. AOT staff includes Executive Director, Jo Kelley, and bookkeeper, Lucinda Mattox. Lucinda is also demonstrating her long-time business skills by managing the day-to-day operations of Altavista Art & Antiques. Jo has the responsibility of directing the overall work of AOT, including assisting the Committees in the execution of their work plans, and serving as the liaison with Town Council and Management, Virginia Main Street Program, Chamber of Commerce, Rotary Club and other local civic organizations, as well as downtown business and property owners. She attends all Council meetings, and Streetscape Management meetings. Her economic restructuring work with AOT coordinates well with her work for the Altavista Economic Development Authority, and close association with the Town's new Economic Development Office.

FY 2014 Projected Work

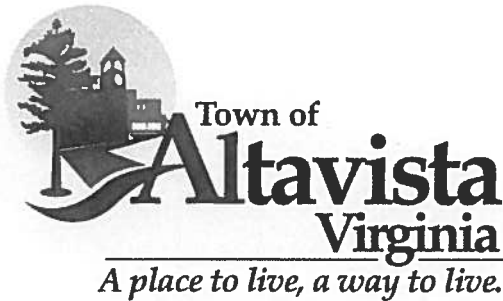
- **Economic Restructuring/Design Committee Work** – Expand our area of concentration beyond the central business core to all of Altavista for retention and creation of professional, service provider, restaurant and retail businesses, and the filling of empty storefronts. Continue development and execution of three major initiatives: attraction of an independently-owned eatery that can anchor evening activity in the central business core; secure street art that will depict and honor Altavista's industrial heritage of railroad, textile and furniture manufacturing; continue long-range planning of a farmer's market program.
- **Promotion Committee Work** – Continue the downtown Cruise In program from April through October; continue and expand the Annual Scarecrow Program (October); continue Car Shows for Uncle Billie's Day and add a River Fest event; continue and expand Town Wide Yard Sale event (end of October) and Halloween Zombie Walk; coordinate holiday and other promotional events with local merchants and media sources; expand social media marketing, including Facebook and the AOT Website; secure sponsorships for events and marketing activities.
- **Organization Committee Work** – coordinate organization's structural needs; continue growth of Altavista's 8th Annual Gibley Jog 5k run; secure financial sponsorships.
- **Staff** – administer overall Main Street Program; support AOT committee activities; support Town initiatives, including streetscape projects and economic development; manage Altavista Art & Antiques, AOT's art and antique business incubator program; administer the Town's No Interest Loan Program and work with property owners to monitor the Upper Story Housing income guidelines.

Prior Year Highlights

- Assisted in the administration of a \$1 mil Community Development Block Grant Program
- Co-Administered the Town's Downtown Building Improvement Grant Program, with the Assistant Town Manager
- Assisted in the Streetscape Program, serving on the management team and providing advocacy and communication
- Negotiated Low-Interest Loan Programs with three local banks
- Coordinated Marketing for the Downtown Business District
- Developed the Way Finding Sign System (Design Committee Work with Assist. Town Manager)
- Developed Downtown Banners, featuring the logo, "Home Starts Here"
- Provided annual national retail training seminars for business owners, with one-on-one consultations.
- Developed an Altavista on Track website
- Co-developed an Altavista Tourism Plan
- Conducted a Downtown Parking Study, with recommendations
- Participated in the Town's Comprehensive Plan update
- Participated in Campbell County's Comprehensive Economic Development Plan update
- Coordinated architectural renderings and assistance for downtown building improvements
- Worked with Assistant Town Manager on the development of Altavista's Historic District designation

Commissioners

Jerry Barbee, Chair
Tim Wagner, Vice Chair
Bill Ferguson
Laney Thompson
John Woodson



Town Planning Staff

Dan Witt

Town of Altavista Planning Commission
510 Seventh Street, PO Box 420
Altavista, VA 24517
(434) 369-5001 phone (434) 369-4369 fax

January 7, 2013

Dear Council Members,

The Altavista Planning Commission respectfully submits the attached annual report for its 2012 activities.

The first part of the report contains an overview of the meetings conducted and attendance of the members in 2012. This is followed by a summary of the progress made on the 2012 Work Plan. The third section contains a summary of the monthly meetings; the final section is the work plan the Commissioners have developed for themselves for 2013.

Attached is the review the Planning Commissioners completed on the goals, objectives and action plans for the Comprehensive Plan.

Annual Report

Summary of meetings in 2012:

- A total of 9 meetings:
 - Regular- 9
 - Called- 0
 - Council public hearings- 1
- 3 Public Hearings
 1. November- 2 public hearings: Amend Comp Plan Future Land Use Map; rezoning request by MB Properties, LLC.
 2. December- public hearing for ER & RT, LLC, special use permit application
- Attendance at the meetings averaged over 90% with 3 members missing 1 meeting each and two members attending all meetings.

The Planning Commission Work Plan Progress Report:

The **2012 Work Plan Review** is listed below and includes the progress for each task listed:

1. Conduct regular business of the Commission, such as public hearings for special use permit or rezoning applications and other planning related matters.

The Planning Commission conducted its business on a monthly basis, as needed. There were 3 months that there were no matters to bring before the commission so meetings were not held.

2. Actively work on Comp Plan goals assigned to the Planning Commission

The attached review of the Comprehensive Plan shows the goals worked on and completed by the commission.

3. Review the recently adopted Comp Plan and begin work on items assigned to the Planning Commission.

The Commission reviewed the Comp Plan at its November meeting and has drafted a progress report for Town Council. (attached)

4. Respond to requests by Town Council.

The Commission did not receive any special requests from Town Council in 2012.

5. Periodically review the newly adopted zoning ordinance for sections that may need to be amended, corrected, or deleted.

Staff has been keeping a record of matters needing to be addressed in the 2012 Zoning Ordinance. None have required immediate attention but the plan is to deal with several items at one time.

6. Review and reconsider design guidelines for DRO and other primary corridors.

The PC considered this matter at two meetings and by consensus decided to carry that matter over into 2013 for consideration at that time. The Commissioners believed they needed more guidance from Town Council on this matter since these guidelines were removed when the DRO was adopted.

7. Continue to monitor uranium mining as it relates to land use and environmental uses.

No action was needed for this matter and it is still being discussed at the State level.

Summary of monthly meetings:

January: Officers for 2012, Jerry Barbee, Chairman and Tim Wagner, Vice Chairman were elected. The Commission prepared 2011 report and work plan for Town Council.

February: Adopted 2011 Town Council Report and Work Plan for 2012.

March: No meeting

April: Design Guidelines for possible inclusion in zoning ordinance were reviewed and considered.

May: An application for a variance by Curtis Thornhill was considered. Mr. Woodson made a motion to recommend denial of the variance for the reason that the applicant did not follow proper procedures, ignored the administrator's instructions and the garage was in violation of the Zoning Ordinance. A second was made by Mr. Wagner. All members were in favor with none opposing.

The Commission determined the purpose for studying design guidelines, both for the Main Street corridor and Downtown Revitalization Overlay District, and developed a plan of action.

June: No meeting

July: Staff distributed copies and reviewed the contents of the new Zoning Ordinance with the PC members.

August: A rezoning request, in light of a potential mistake in the Future Land Use Map, was considered. The mistake would potentially prevent the request from being considered and/or approved. Staff was instructed to inform that applicant, Dale Moore, that the PC would consider an application and at the same time consider a correction to the FLUM.

September: No meeting

October: A review of the Comprehensive Plan- done annually and presented to Town Council- was completed at this month's meeting.

November: Two (2) public hearings were conducted: Amending Comp Plan and Rezoning Application from MB Properties, LLC. Both received recommendations to Town Council for approval.

The PC considered a zoning violation at English MHP as 'recreation vehicles' were being parked on the site. Mr. Eller recommended an SUP application if the use was to continue, even on a temporary basis.

December: A public hearing to consider a special use permit application by ER & RT Properties, LLC to allow 'recreational vehicles' at English MHP for the duration of the Dominion Power Plant conversion was considered. The Commission made a recommendation to Town Council to approve the application.

Planning Commission 2013 Work Plan

1. Conduct regular business of the Commission, such as public hearings for special use permit or rezoning applications and other planning related matters.
2. Actively work on Comp Plan goals assigned to the Planning Commission.
3. Respond to requests by Town Council.
4. Periodically review the newly adopted zoning ordinance for sections that may need to be amended, corrected, or deleted.
5. Review and reconsider design guidelines for DRO and other primary corridors.
6. Continue to monitor uranium mining as it relates to land use and environmental uses.
7. Hold public forums on a regular basis to determine the facilities needed and desired by the community.
8. Encourage the youth in our community to become more involved in our local government by working with the local schools.
9. Evaluate zoning and building codes and procedures for impediments to housing construction.
10. Meet annually with other Planning Commissions in Region 2000 to share and coordinate local initiatives.

The Planning Commission is an advisory board to the Town Council. If Council would like to add items to the work plan please provide this request to the Chairman, Mr. Jerry Barbee.

Thank you for the continued opportunity to serve the citizens of the Town of Altavista and Town Council.

Jerry Barbee
Jerry Barbee,
Planning Commission Chairman

February 12, 2013
Date

CHAPTER IX CREATING OUR DESIRED FUTURE

A SUMMARY OF OUR GOALS, OBJECTIVES AND ACTION PLANS

NATURAL AND CULTURAL ENVIRONMENT

GOAL: Minimize the contamination of natural resources throughout the Altavista area, and strive to improve the physical appearance and quality of our Town.

Objective 1: Maintain or improve air quality for the betterment of the citizens, wildlife, vegetation, and water resources.

Action Plans	Time Frame	Responsibility
A. Construct and maintain pedestrian walkways and bikeways as alternative transportation corridors that go beyond recreational use.	Short 1 to 3 Years	Town Council Public Works Committee <i>Project completed spring 2012 on Amherst Ave and Broad St except for paving.</i>
B. Consider mixed use developments, such as Planned Unit Developments and second story housing downtown that allow opportunities for citizens to perform routine daily tasks without driving .	Short 1 to 3 Years	Planning Commission and Zoning Administrator <i>9 upper story housing units completed in CBD as of 9/2011. New zoning allows future units as by-right. All units currently occupied.</i>
C. Follow recommendations contained in the Public Transportation Feasibility Study completed in February 2008.	Short 1 to 3 Years	Town Council and Staff <i>ACTS completed 1st year of operation January 2012 and ridership continues to grow.</i>
D. Support efforts to reduce air pollution through the burning of more efficient fuels.	Medium 4 to 7 Years	Town Council <i>VEPCO to begin burning wood chips as soon as 2013.</i>

Objective 2: Maintain and enhance water resources.

Action Plans	Time Frame	Responsibility
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A. Improve the water quality of the Staunton River through stronger efforts to prevent contamination.	Continuous	Community Citizens, Town Commercial Businesses and Industry, Town Staff <i>A PCB committee established to study issue at WWTP & considering ways to prevent contamination of the river.</i>
B. Encourage use of water-saving devices in houses, businesses and industries, and encourage water conservation practices throughout the Town.	Medium 4 to 7 Years	Town Citizens, Staff and Town Council <i>Buildings in the downtown with downspouts connected to the sanitary sewer are being disconnected as part of the revitalization project.</i>
C. Promote the use of the Staunton River for recreational purposes while educating and encouraging citizens to take part in maintaining this valuable resource.	Short 1 to 3 Years	Altavista On Track, Chamber of Commerce, Town Council, & Recreation Committee <i>Created a web site using CDBG funds to promote river usage.</i>

Objective 3: Protect the natural beauty of the Town and surrounding environment.

Action Plans	Time Frame	Responsibility
A. Encourage all citizens and volunteer groups to participate in an annual town-wide clean-up.	Continuous	Entire Community <i>Annual town-wide clean-up continues to be championed by the Chamber and supported by many groups throughout town. It was held in March 2012.</i>
B. Develop a tree and flower-planting program for enhancing the Town's appearance.	Medium 4 to 7 Years	Public Works and Staff <i>Council approved a new PW position and that person started in September 2012. This person's job will focus primarily on trees, shrubs, and flowers to enhance the Town's appearance.</i>
C. Adopt a tree ordinance that will encourage the proliferation and discourage the destruction of desirable trees.	Short 1 to 3 Years	Planning Commission <i>Wording encouraged in ZO adopted November 2011. The PC reviewed this again in 2012 but could not develop an ordinance because of state statutes preventing it.</i>

Action Plans	Time Frame	Responsibility
D. Review the Town's Zoning and Subdivision ordinances to strengthen protection of the natural environment.	Short 1 to 3 Years	Zoning Administrator, Planning Commission, Staff <i>Wording included in the ZO adopted November 2011 and continues to be implemented and enforced.</i>
E. Continue supporting an effective recycling program.	Continuous	Town Council & Staff <i>Wal-Mart site continued to be supported by TC. Discussion to recommend a second site for citizens. Discussions began in 2012 to have Campbell County partner in this program.</i>

Objective 4: Promote the strengths of our location and natural environment.

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Action Plans	Time Frame	Responsibility
A. Expand and enhance the public park system and public walking/biking trails.	Short 1 to 3 Years	Recreation Committee, Town Council, Staff <i>3rd Street was extended into the County's part of English Park in 2012.</i>
B. Work with leaders in surrounding areas such as Smith Mountain and Leesville Lakes to develop relationships and better link our communities.	Short 1 to 3 Years	Altavista On Track, Chamber of Commerce, Staff <i>AOT continues to seek board members from the Leesville Lake area.</i>
C. Use the strength of our natural environment to attract selected businesses and industries.	Medium 4 to 7 Years	Economic Development Authority, Chamber of Commerce, AOT & Staff <i>Blueways Trail was part of CDBG.</i>
D. Develop and promote the natural environment toward recreation for local use and tourist industry.	Medium 4 to 7 Years	Recreation Committee, AOT, YMCA, Staff

Objective 5: Minimize risks to personal safety and property from natural hazards.

Action Plans	Time Frame	Responsibility
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A. Discourage development in areas inappropriate for such development, such as in areas of excessive slopes, poor drainage, etc.	Continuous	Zoning Administrator, Zoning & Subdivision Ordinances <i>Ongoing</i>
B. Continue studies to investigate methods of storm water management, including on-site retention, infiltration /inflow, drainage facilities, etc.	Long 8+ Years	Public Works & Staff <i>I&I is being addressed in the DT as projects completed.</i>
C. Work with the Campbell County's Erosion and Sediment Control Officer to enforce "best management practices" for reducing storm water runoff in new development projects. Report any violations.	Continuous	Staff <i>Campbell County continues to enforce this- most recently with the new Wendy's (summer 2012)</i>
D. Promote increased awareness of Federal Emergency Management Association's (FEMA) federal flood insurance program.	Long 8+ Years	Staff
E. Participate with Campbell County in the updating and maintaining of the current Civil Emergency Operations Plan.	Short 1 to 3 Years	Staff

ECONOMIC DEVELOPMENT

GOAL: Attain an environmentally sound, diversified, and stable economy that adequately supports the lifestyle of the citizens and provides a sufficient tax base for the Town.

Objective 1: Evaluate and enhance the Town's Comprehensive Economic Development Strategy.

Action Plans	Time Frame	Responsibility
A. Continue to implement results and action items from the Campbell County /Altavista Comprehensive Economic Developments Strategy.	Continuous	Campbell County ED and Town of Altavista EDA. <i>Town hired an Economic Development Director (September 2012) and she will be working on this item.</i>
B. Implement the goals established by AOT and the Economic Restructuring Committee.	Continuous	AOT, ER Committee <i>Town hired an Economic Development Director (September 2012) and she will be working on this item.</i>
1. Strengthen existing businesses and recruit new ones to develop a stable and sustainable economic climate in the downtown Main Street District.	Short 1 to 3 Years	AOT, ER Committee
2. Develop and execute an effective and comprehensive marketing program for the Main Street Business District.	Short 1 to 3 Years	AOT, ER Committee
3. Implement a program to develop and leverage river-based activities such as scouting jamborees and recreational events.	Medium 4 to 7 Years	AOT, ER Committee
C. Implement the goals established by EDA.	Continuous	EDA

Objective 2: Seek to expand and diversify the Town's economic base.

Action Plans	Time Frame	Responsibility
A. Encourage the location of high quality commercial and industrial firms, while maintaining an atmosphere conducive to expansion of existing ones.	Continuous	AOT, EDA, Chamber of Commerce, Town Council, Staff

Action Plans	Time Frame	Responsibility
B. Proactively seek out symbiotic industry partnerships to relocate in the community	Continuous	EDA and Region 2000 LGC
C. Encourage and support the reservation of prime industrial sites in the Town's growth areas	Continuous	Staff, Planning Commission, property owners
D. Support vocational and other suitable training in area schools including dual enrollment and early college admission programs to allow residents to compete for employment and educational opportunities.	Medium 4 to 7 Years	Campbell County School Board & Administration, CVCC Altavista Center administration & staff, EDA <i>VTI successfully operating</i>
E. Enhance and expand CVCC Altavista Center and Technical Training Center planned for former AO Smith building.	Short 1 to 3 Years	CVCC Altavista Center administration & staff, proposed Technical School Center administration, Altavista EDA <i>VTI entered a partnership with Liberty University to enhance its program and the partnership continues to be successful.</i>
F. Continue to participate in regional economic development and marketing programs.	Continuous	Town Council, AOT, Chamber of Commerce, EDA

Objective 3: Sustain and Enhance Downtown and Main Street Commercial Corridor.

Action Plans	Time Frame	Responsibility
A. Continue to encourage exterior facade improvements by downtown property owners and ongoing streetscape improvement initiatives	Short 1 to 3 Years	Town Council, AOT, Staff <i>Completed CDBG façade program in August 2011</i>

Action Plans	Time Frame	Responsibility
B. Enhance and expand existing retail and business promotions (including Uncle Billy's Day and the Altavista Trade Lot) in order to refocus consumers' attention on the downtown.	Continuous	AOT Promotions Committee, Town Council, Altavista Volunteer Fire Company
C. Seek to expand and diversify the downtown business mix by promoting additional entertainment activity.	Continuous	AOT, Altavista Art's Council, Chamber of Commerce <i>AOT sponsored a monthly cruise-in throughout the summer months while the Chamber hosted business mixers.</i>
D. Encourage development of sales and service sector type firms.	Continuous	AOT, Chamber of Commerce, Staff
E. Continue participation in Virginia's "Main Street" Program.	Continuous	Town Council, AOT <i>TC funded AOT again in FY2013</i>
F. Develop a local website listing available commercial properties in the community.	Short 1 to 3 Years	AOT, Chamber of Commerce, Staff <i>AOT has this information listed on its website.</i>

Objective 4: Minimize existing and future problems that could result from expanded commercial and industrial development.

Action Plans:	Time Frame	Responsibility
A. Use appropriate land use controls to encourage the concentration of future commercial and industrial areas rather than strip or scattered development.	Continuous	Planning Commission, Town Council, Zoning Administrator <i>ZO update which included changes to the zoning map support this action plan.</i>
B. Coordinate new commercial and industrial development with the provision of community	Continuous	Planning Commission, EDA, Staff

facilities, infrastructure, and services.		
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Objective 5: Create a community culture where business and industry care about people, and the people care about its business and industry.

Action Plans	Time Frame	Responsibility
A. Work with the business and industry community through the Chamber of Commerce in order to create the desired culture.	Continuous	Chamber of Commerce
B. Create the culture with the people through programs sponsored by businesses and industries.	Continuous	Chamber of Commerce, EDA, AOT
C. Support the Economic Development Authority (EDA) to help attract new businesses and industries.	Continuous	Town Council
D. Develop a partnership plan for “growing” current businesses and attracting new businesses	Continuous	AOT, Chamber of Commerce, EDA

Objective 6: Promote tourism by capitalizing on local and regional points of interest.

Action Plans	Time Frame	Responsibility
A. Increase visibility of the Town’s cultural activities, points of interest, and commercial base. Put special emphasis on promoting within the region and at Smith Mountain and Leesville Lakes.	Continuous	(AOT, Avoca Staff, Chamber of Commerce, Arts Council)
B. Attract tourists and visitors into the Town for economic development by promoting regional attractions and historic resources.	Continuous	AOT, Avoca, Chamber of Commerce, EDA, Staff AOT, Avoca, Chamber of Commerce, EDA, Staff
C. Expand and improve First Saturday Trade Lot,	Continuous	AVFC, AOT, Chamber, Town Council

Action Plans	Time Frame	Responsibility
Farmer's Market, and Uncle Billy's Day Festival.		
D. Establish and maintain an up-to-date Calendar of Events and post to the Town's website .	Short 1 to 3 Years	Staff, AOT, Chamber of Commerce <i>Town's website upgraded, operational and updated regularly.</i>
E. Continue to promote Avoca and its activities, including the annual Harvest Jubilee and Wine Festival.	Short 1 to 3 Years	Avoca Board of Directors and Staff <i>Annual Harvest Jubilee held 9/2012 and road to historic slave cemetery completed.</i>

COMMUNITY FACILITIES AND SERVICES

GOAL: Create and maintain high-quality community facilities and services

Objective 1: Continue to meet community water supply and wastewater treatment needs.

Action Plans	Time Frame	Responsibility
A. Upgrade water and wastewater treatment facilities as needed to provide for future growth.	Long 8 + Years	Town Council and Staff)
B. Continue to annually develop and maintain a Capital Improvements Plan to provide sound fiscal guidance and direction in developing water and wastewater improvements.	Continuous	Staff and Town Council <i>Downtown infrastructure scheduled with next streetscape project.</i>
C. Upgrade and/or extend distribution facilities inside the corporate limits to provide adequate service to all residents and businesses.	Continuous	Staff and Town Council <i>Downtown water, sewer, storm sewer replaced in most recent TEA-21 project-2012.</i>

Action Plans	Time Frame	Responsibility
D. Consider a partnership with Campbell County to identify areas outside the Town's corporate limits that may be suitable locations for future extensions of town utilities.	Continuous	Utilities Committee and Staff <i>WW Associates completed feasibility study considering such measures.</i>

Objective 2: Ensure the adequacy of private utility services.

Action Plans	Time Frame	Responsibility
A. Evaluate the need for the expansion of natural gas service to additional areas of the Town and County not currently served	Medium 4 to 7 Years	Staff in cooperation with Columbia Gas of Virginia
B. Encourage the continued enhancement of telephone and high-speed Internet services.	Continuous	AOT, Chamber of Commerce & Staff in cooperation with service providers

Objective 3: Encourage the development of cultural facilities.

Action Plans	Time Frame	Responsibility
A. Investigate possible funding available for the development of cultural facilities, and determine the feasibility for different types to locate in Altavista.	Short 1 to 3 Years	Arts Council, Town Council
B. Hold public forums on a regular basis to determine the facilities needed and desired by the community	Continuous	Recreation Committee, Planning Commission
C. Support local not-for-profit organizations' efforts to develop, expand or maintain cultural facilities in the Town.	Continuous	Town Council, Staff
D. Continue to support and maintain Avoca Museum as a cultural center of Altavista.	Continuous	Town Council & Avoca Board of Directors <i>TC provided funding for CIP projects in FY2013.</i>

GOAL: Maintain the health, education, safety, and welfare of the community through the provision of exemplary community services.

Objective 1: Continue to provide the residents and businesses of Altavista with a solid waste collection and disposal system that meets the community's long-term solid waste management needs.

Action Plans	Time Frame	Responsibility
A. Periodically evaluate the Town's collection methods and pursue opportunities to improve operational efficiencies and effectiveness.	Medium 4 to 7 Years	Town Staff, Public Works Committee <i>Review of the Town's collection methods was initiated in 2012</i>
B. Support and/or expand the Town's recycling programs to reduce the amount of waste deposited in the County landfill.	Continuous	Public Works Committee, Town Staff <i>Information provided to CC for consideration and possible participation with Town's recycling program.</i>
C. Evaluate the feasibility of implementing curbside recycling service.	Medium 4 to 7 Years	Public Works Committee, Town Staff
D. Continue to dispose of collected refuse in the Concord Turnpike Regional landfill, operated by the Region 2000 Services Authority.	Continuous	Public Works Staff <i>This landfill closed in 2012 and CC landfill to be used.</i>

Objective 2: Ensure that every resident of Altavista has a reasonable opportunity for health care.

Action Plans	Time Frame	Responsibility
A. Periodically monitor the number of physicians located in the Town and work closely with health care providers to insure that adequate health care is available for the people of this community.	Medium 4 to 7 Years	Planning Commission & Staff in cooperation with health care providers <i>Rehab Associates & Staunton River Medical Center relocated to VTI in 2012- due to fire.</i>
B. Investigate the possibility of additional medical facilities in the Town.	Medium 4 to 7 Years	Planning Commission & Staff in cooperation with health care providers
C. Evaluate assisted living care possibilities.	Medium 4 to 7 Years	Planning Commission & Staff in cooperation with private developers

Objective 3: Insure that Altavista has high-quality emergency services.

Action Plans	Time Frame	Responsibility
A. Improve available equipment and manpower for emergency medical service in the Town when feasible. Work with Campbell County and Altavista EMS to evaluate the need and possible implementation of paid staff to supplement the volunteer system.	Continuous	Altavista Volunteer Fire Company, Altavista EMS, Town Council, Campbell County Board of Supervisors
B. Obtain technical assistance and law enforcement funding to improve equipment and manpower capabilities. Encourage additional educational training for the Town Police Officers.	Continuous	Altavista Police Department <i>APD continues to work towards becoming an accredited department.</i>
C. Review and increase the number of fire hydrants as needed for protection.	Medium 4 to 7 Years	Public Works Staff

Objective 4: Increase recreational and community opportunities for all age groups.

Action Plans	Time Frame	Responsibility
A. Enhance organized recreational programs for all age groups and develop additional programs as necessary to diversify recreational offerings and facilities.	Continuous	Recreation Committee & YMCA staff
B. Evaluate and pursue support for a community center.	Medium 4 to 7 Years	Town Council and Staff <i>This was considered by a committee created by TC in summer 2011. Considered the Armory and determined that need was not there and suggested that the Booker Building be upgraded.</i>
C. Research the need, interest and feasibility in the	Medium 4 to 7 Years	Recreation Committee, Planning Commission & Staff

Action Plans	Time Frame	Responsibility
development of a bike/walking path from Beverly Heights area to English Park.		in cooperation with Campbell County Recreational Department
D. Expand youth programs as well as a senior program center as an extension of the YMCA.	Medium 4 to 7 Years	YMCA staff
E. Evaluate viable alternative for facilities such as the Armory.	Short 1 to 3 Years	Town Council and staff <i>Evaluated in summer 2011 & EDA received no interest in use for the building.</i>

Objective 5: Support efforts to provide the finest quality education resources will allow.

Action Plans	Time Frame	Responsibility
A. Encourage the use of CVCC Altavista Center. Partner with CVCC to ensure increased and expanded offerings available to the community	Continuous	Town Council, Chamber of Commerce, AOT, CVCC Altavista Center Administration
B. Encourage additional use of the vocational technical center.	Continuous	School Guidance & Administration
C. Encourage adult education programs and increase the visibility of literacy and GED programs.	Medium 4 to 7 Years	CVCC & School Guidance office
D. Offer support to Campbell County in its efforts to maintain a library system that continues to meet the needs of the Town and County residents.	Continuous	Campbell Library Staff, Campbell County Board of Supervisors, Town Council <i>A regional library system is being researched by Region 2000 staff beginning in 2012.</i>
E. Encourage the youth in our community to become more involved in our local government by working with the local schools.	Continuous Continuous	Town Council, Staff, Chamber of Commerce, AOT, Planning Commission Town Council, Staff, Chamber of Commerce, AOT, Planning Commission

Action Plans	Time Frame	Responsibility
F. Support the Fine Arts and the programs of the Altavista Arts Council.	Continuous	Town Council and entire community

HOUSING

GOAL: To achieve affordable housing in a healthy environment for all town citizens

Objective 1: Ensure an adequate supply of quality and affordable housing to meet the needs of the citizens of Altavista.

Action Plans	Time Frame	Responsibility
A. Work with and encourage developers to enter our community toward speculation of mid-income housing, remodeling of present structures, and developing retirement facilities.	Medium 4 to 7 Years	Staff Planner, Planning Commission <i>Minimal development occurred in 2012.</i>
B. Facilitate the rehabilitation or replacement of substandard housing units in Altavista.	Medium 4 to 7 Years	Town Council, Staff, Property Owners <i>At least 2 substandard homes removed in 2012.</i>
C Evaluate zoning and building codes and procedures for impediments to housing construction.	Short 1 to 3 Years	Planning Commission & Staff Planner
D. Target and identify areas within and near the Town that are suitable for larger scale residential developments. - Initiate discussions with Campbell County on areas suitable for future boundary line adjustments.	Medium 4 to 7 Years	Town Council, Town Manager & EDA

Action Plans	Time Frame	Responsibility
E. Undertake a formal housing quality assessment.	Medium 4 to 7 Years	Town Council & Staff
F. Research and consider amending the zoning code to allow and provide incentives for downtown housing.	Short 1 to 3 Years	Town Council, Planning Commission & Staff <i>ZO adopted in November 2011 and implemented January 2012 provides that upper story in the downtown as a by-right use.</i>

Objective 2: Enable low to moderate-income families in Altavista to live in quality yet affordable housing.

Action Plans	Time Frame	Responsibility
A. Continue participation in the Section 8 Rental Assistance Program through Virginia Housing Development Authority (VHDA) and the Campbell County Social Services Department	Continuous	All current and future property owners of such housing units
B. Ensure the continuance of areas for multi-family housing and encourage the construction of additional multifamily rental units using available state and federal funding.	Continuous	Staff Planner, Town Council & Planning Commission
C. Encourage eligible property owners to take advantage of available low-interest VHDA Energy Loans for installation of storm windows, insulation and caulking, heating and air conditioning replacement, or modification and other energy conserving measures.	Continuous	DSS Staff, Staff Planner
D. Support efforts to provide housing for low to moderate income families.	Continuous	Town Council & Citizens

Objective 3: Provide equal opportunity in housing for all persons, regardless of race, creed, color, sex, or national origin.

Action Plans	Time Frame	Responsibility
A. Evaluate the need for a fair housing ordinance.	Long 8 + Years	Town Council, Planning Commission & Staff
B. Administer all government projects in a manner that will promote equal opportunity in housing.	Continuous	Staff

Objective 4: Develop, promote and maintain local government policies that provide a framework to maintain and enhance the quality of housing and existing neighborhoods.

Action Plans	Time Frame	Responsibility
A. Encourage the removal of condemned structures that are beyond repair.	Medium 4 to 7 Years	Property Maintenance Committee, Town Council & Staff <i>2 houses removed in 2012</i>
B. Encourage orderly residential growth timed in accordance with the fiscal capabilities of the Town to provide such services as schools, police and fire protection, road and public utilities.	Continuous	Town Council, Planning Commission & Staff
C. Coordinate with Campbell County on locations for Urban Development Areas.	Continuous	Planning Commission, Town Council & Staff
D. Ensure that development occurs in a way that enhances the natural and man-made environment and does not damage, destroy, or detract from it.	Continuous	Planning Commission, Town Council, Staff
E. Encourage energy saving in the design and maintenance of homes.	Continuous	Town Staff

Action Plans	Time Frame	Responsibility
F. Continue to identify residential structures that are substandard and seek Community Development Block Grants for housing upgrades.	Continuous	Property Maintenance Committee & Staff

TRANSPORTATION

GOAL: Promote a safe, effective, efficient and environmentally sound transportation system in the Town of Altavista.

Objective 1: Maintain and improve the physical conditions of and the services provided by Altavista's roadway system.

Action Plans	Time Frame	Responsibility
A. Maintain and improve the primary and secondary road systems within the Town	Continuous	Public Works Staff and VDOT <i>Roads maintained in 2012 in a satisfactory manner.</i>
B. Upgrade existing roadways as required by increased traffic volumes and other changing conditions.	Continuous	VDOT
C. Implement the proposed improvements outlined in the Altavista 2035 Transportation Plan	Long 8 + Years	Town Council, VDOT & Staff <i>Improvements to Pittsylvania Ave. and Main Street intersection scheduled for bid in 2012 and completion in 2013.</i>
D. Carefully consider the location of new roadways to be built in and around the Town of Altavista to assure that these roads best serve vehicular traffic patterns.	Continuous	VDOT & Town Staff
E. Protect town neighborhoods by reducing		Street Committee, Altavista Police Department, Town

“cut-through” traffic volume on residential streets.	Continuous	Council & Staff <i>A “No Through” truck route considered and adopted in 2012 for Lynch Mill Road.</i>
F. Encourage the involvement of all segments of the population in important transportation decisions	Continuous	Town Council & Staff

Objective 2: Consider the viability of new and/or improved public transit services in the Town of Altavista and the surrounding area.

Action Plans	Time Frame	Responsibility
A. The Town of Altavista Public Transportation Feasibility Study concludes the Town would benefit from a public transportation system. As funds are available through the Department of Rail and Public Transportation (DRPT) and an application has been submitted, the Town should continue to explore funding sources and support for such a system.	Short 1 to 3 Years	Town Council, Staff <i>ACTS completed 1st full year of operation in January 2012. Ridership continues to grow.</i>
B. Routinely inquire about the restoration of passenger train service for the Town, or bus connection to Amtrak in Lynchburg or Danville	Medium 4 to 7 Years	Planning Commission, Town Council & Staff
C. Consider new and/or expanded public transit and para-transit for the elderly and handicapped citizens using the Town of Altavista Public Transportation Feasibility Study as a guide.	Short 1 to 3 Years	Town Council, Staff <i>Staff offered, once again, to provide public transportation to assist with the Central Virginia Area Agency on Aging.</i>
D. Consider the feasibility of creating a ‘hub’ for expanding a public transportation system into the surrounding communities. Work	Short 1 to 3 Years	Town Council, Staff <i>Staff approached a member of the Hurt town council and offered to expand ACTS on a trial basis to the Town of Hurt but the offer was</i>

Action Plans	Time Frame	Responsibility
with interested entities to partner with in this endeavor		<i>declined.</i>

Objective 3: Participate, regionally, in promoting regional air, rail, and other non-roadway transportation services. This endeavor is likely to be directed by Region 2000 Local Government Council.

Action Plan	Time Frame	Responsibility
A. Encourage, as needed within the region, and more specifically in the Altavista area, the provision of increased regional air and rail transportation services (freight and passenger service) for area citizens and businesses	Medium 4 to 7 Years	Staff, EDA, local industry & businesses
B. Promote regional transportation improvements through coordination with adjacent localities	Medium 4 to 7 Years	Town Council, VDOT, Region 2000 LGC & Staff
C. Provide pedestrian and bicycle access in areas where access is appropriate.	Short 1 to 3 Years	Recreation Committee, Town Council, & Staff
D. Ensure quality and adequate parking availability in all areas and for all uses.	Continuous	Town Council, Staff Planner, & Developers <i>A parking study was completed by the AOT Design Committee and presented to TC.</i>

LAND USE

GOAL: To encourage an orderly, efficient, and environmentally sustainable land use pattern.

Objective 1: Encourage a compact but reasonable development pattern.

Action Plans	Time Frame	Responsibility
A. Continue current initiatives to promote downtown as our town's central place of commerce.	Continuous	AOT, Chamber of Commerce, Planning Commission, & Staff
B. Promote the mixed use development of larger vacant parcels of land.	Continuous	Planning Commission, Town Council, EDA, & Staff
C. Evaluate and possibly revise the Town's development codes to allow for Planned Unit Developments and other methods to achieve the growth objectives and recommendations contained in this plan.	Short 1 to 3 Years	Planning Commission, Town Council, & Staff <i>PUD's included in the Town's Future Land Use Map with the 2009 Comp Plan update.</i>
D. Participate in discussions with developers and with the owner(s) of any large key parcel of land to ascertain availability for development.	Continuous	Staff, EDA, Planning Commission, & Town Council

Objective 2: Coordinate development with the provision of community services.

Action Plans	Time Frame	Responsibility
A. Review annually the five-year Capital Improvements Plan for efficient provision of community services, facilities, and infrastructure	Short 1 to 3 Years	Staff & Town Council <i>Completed annually by staff and Town Council.</i>
B. Coordinate new commercial and industrial development with the provision of community services, facilities, and infrastructure	Continuous	Staff

C. Use the Comprehensive Plan as a guide for all types of future development.	Continuous	Town Council, Planning Commission, developers, EDA, AOT, & Staff <i>As directed.</i>
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Objective 3: Continue the partnership of the private and public sectors working together to realize the best possible natural and human environments.

Action Plans	Time Frame	Responsibility
A. Continue support for Altavista on Track and other local non-profit organizations that focus on improving the quality of life in Altavista.	Continuous	Town Council, Staff <i>TC supported AOT, Chamber, AVFC and the Life Saving Crew in FY2013.</i>
B. Meet annually with other Planning Commissions in Region 2000 to share and coordinate local initiatives.	Continuous	Planning Commission

Objective 4: Consider boundary line adjustment in order to better meet the needs of our dynamic community.

Action Plans	Time Frame	Responsibility
A. Explore the future expansion of the Town's boundaries into unincorporated Campbell County	Medium 4 to 7 Years	Town Council, Planning Commission & Staff- as directed by Council
B. Continue to participate in land use decisions with Campbell for parcels that are adjacent to the current town boundary.	Continuous	Town Council, Planning Commission, & Staff



Town of Altavista

Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #: 11f

Meeting Date: February 12, 2013

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: ACTS – Title VI adoption

Presenter(s): Assistant Town Manager

SUBJECT HIGHLIGHTS

Dan Witt, Assistant Town Manager, has been working with the Virginia Department of Rail and Transportation (DRPT) for several months to get the Title VI policy in correct form for Council's consideration. Attached, please find a memorandum and the Title VI documentation that is being considered for adoption.

Staff asks that Council consider this document and adopt the proposed Title VI policy in regard to the Altavista Community Transit System (ACTS) requirements for grant funding.

Recommendations, if applicable: Review and consider the policy and adopt following consideration.

Action(s) requested or suggested motion(s): "I move that the Altavista Town Council adopt the Title VI policy, (as presented/or amended) in regard to the Town of Altavista's Altavista Community Transit System (ACTS)."

Attachments: ☒ Yes ☐ No

Attachments (in order they appear in packet): 1) Memorandum from Assistant Town Manager to Town Manager; 2) Title VI Plan and Procedures policy.

This agenda form has been reviewed by:

Initials

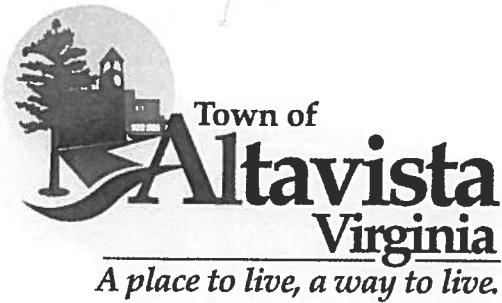
Comments:

Department Head(s) (Applicable):

dnw

Town Manager:

jwc



MEMORANDUM

To: Waverly Coggsdale, Town Manager

From: Dan Witt, Assistant Town Manager

Date: January 17, 2013

Re: Title VI Policy for ACTS

In August 2012 I submitted a draft document of our policy based on a template provided by DRPT. I received a response, with comments, back from DRPT on January 9, 2013. I made corrections based on the comments but I had additional questions, which have now been answered. DRPT is now okay with my submittal but today I was informed that the document has to be adopted by Town Council.

I am providing the completed document and have already passed it on to John Eller for his review.

Title VI Plan and Procedures

Title VI of the Civil Rights Act of 1964

Town of Altavista, Altavista Community Transit System (ACTS)

August 1, 2012

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I. INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

Recipients of public transportation funding from FTA and the Virginia Department of Rail and Public Transportation (DRPT) are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory as required under Title VI.

This document details how the *Town of Altavista, Altavista Community Transit System (herein after ACTS)* incorporates nondiscrimination policies and practices in providing services to the public. *ACTS'* Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically (at least every three years) to incorporate changes and additional responsibilities that arise.

II. POLICY STATEMENT AND AUTHORITIES

Title VI Policy Statement

ACTS is committed to ensuring that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not.

ACTS' Title VI Manager is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.

Signature of Authorizing Official

Date

Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 49 CFR Part 21). The Civil Rights Restoration Act of 1987

broadened the scope of Title VI coverage by expanding the definition of the terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub recipients, and contractors, whether such programs and activities are federally assisted or not.

Additional authorities and citations include: Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d); Federal Transit Laws, as amended (49 U.S.C. Chapter 53 et seq.); Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601, et seq.); Department of Justice regulation, 28 CFR part 42, Subpart F, “Coordination of Enforcement of Nondiscrimination in Federally-Assisted Programs” (December 1, 1976, unless otherwise noted); U.S. DOT regulation, 49 CFR part 21, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964” (June 18, 1970, unless otherwise noted); Joint FTA/Federal Highway Administration (FHWA) regulation, 23 CFR part 771, “Environmental Impact and Related Procedures” (August 28, 1987); Joint FTA/FHWA regulation, 23 CFR part 450 and 49 CFR part 613, “Planning Assistance and Standards,” (October 28, 1993, unless otherwise noted); U.S. DOT Order 5610.2, “U.S. DOT Order on Environmental Justice to Address Environmental Justice in Minority Populations and Low-Income Populations,” (April 15, 1997); U.S. DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons, (December 14, 2005), and Section 12 of FTA’s Master Agreement, FTA MA 13 (October 1, 2006).

Annual Nondiscrimination Assurance to the Virginia Department of Rail and Public Transportation (DRPT)

As part of the Certifications and Assurances submitted to the DRPT with the Annual Grant Application and all Federal Transit Administration grants submitted to the VDRPT, *ACTS* submits a Nondiscrimination Assurance which addresses compliance with Title VI as well as nondiscrimination in hiring (EEO) and contracting (DBE), and nondiscrimination on the basis of disability (ADA). In signing and submitting this assurance, *ACTS* confirms to VDRPT the agency’s commitment to nondiscrimination and compliance with federal and state requirements.

III. ORGANIZATION AND TITLE VI PROGRAM RESPONSIBILITIES

The Town of Altavista’s Assistant Town Manager is responsible for ensuring implementation of the agency’s Title VI program. Title VI program elements are interrelated and responsibilities may overlap. The specific areas of responsibility have been delineated below for purposes of clarity.

Overall Organization for Title VI

- The Title VI Manager is responsible for coordinating the overall administration of the Title VI program, plan, and assurances, including complaint handling, data collection and reporting, annual review and updates, and internal education.

- The Title VI Manager is responsible for public outreach and involvement. This includes development and implementation of the Limited English Proficiency (LEP) plan. Those responsible for this area also coordinate with those who are responsible for service planning and delivery.
- The Title VI Manager is responsible for service planning and delivery. This includes analysis of current services, analysis of proposed service and fare changes, and environmental justice. Those responsible for this area also coordinate with those who are responsible for service planning and delivery.

Detailed Responsibilities of the Title VI Manager

The Title VI Manager is responsible for supervising the other staff assigned with Title VI responsibilities in implementing, monitoring, and reporting on *ACTS* compliance with Title VI regulations. In support of this, the Title VI Manager will:

- Identify, investigate, and eliminate discrimination when found to exist.
- Process Title VI complaints received by the Title VI Manager or other staff, in accordance with the agency's Nondiscrimination Complaint Procedures (presented below).
- Meet with the office staffs who receive phone calls periodically to monitor and discuss progress, implementation, and compliance issues.
- Periodically review the agency's Title VI program to assess if administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance.

Annual Review of Title VI Program

Each year, in preparing for the Annual Report and Updates, the Title VI Manager and Liaison(s) will review the agency's Title VI program to assure implementation of the Title VI plan. In addition, they will review agency operational guidelines and publications, including those for contractors, to verify that Title VI language and provisions are incorporated, as appropriate.

Title VI Clauses in Contracts

In all procurements requiring a written contract, *ACTS* contract will include the federal non-discrimination clauses. The Title VI Manager will work with the Town Manager and Finance Director when necessary.

IV. PROCEDURES FOR NOTIFYING THE PUBLIC OF TITLE VI RIGHTS AND HOW TO FILE A COMPLAINT

ACTS includes the following language on all printed information materials, on the agency's website, in press releases, in public notices, in published documents, and on posters on the interior of each vehicle operated in passenger service:

ACTS is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964.

For additional information on ACTS' nondiscrimination policies and procedures or to file a complaint, please visit the website at www.altavistava.gov or contact Dan Witt, Assistant Town Manager at 510 7th Street, Altavista, VA, 24517 or via email at dnwitt@ci.altavista.va.us or via phone at 434-369-5001.

Instructions for filing Title VI complaints are posted on the agency's website and in posters on the interior of each vehicle operated in passenger service.

If you believe you have been subjected to discrimination under Title VI based on your race, color, national origin, or any aspect of this policy, you may file a complaint up to 180 days from the date of the alleged discrimination.

The complaint should include the following information:

- *Your name, address, and how to contact you (i.e., telephone number, email address, etc.)*
- *How, when, where, and why you believe you were discriminated against.*
- *The location, names and contact information of any witnesses.*

The complaint may be filed in writing to:

*Dan Witt, Assistant Town Manager
510 7th Street,
Altavista, VA, 24517*

V. PROCEDURES FOR HANDLING, TRACKING, RESOLVING AND REPORTING INVESTIGATIONS/COMPLAINTS AND LAWSUITS

Any individual may exercise his or her right to file a complaint with the *Town of Altavista* if that person believes that she/he or any other program beneficiaries have been subjected to unequal treatment or discrimination in the receipt of benefits/services or prohibited by non-discrimination requirements. *ACTS* will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency's Nondiscrimination Complaint Procedures, as described below. All Title VI complaints and their resolution will be logged as described under "Data collection" and reported annually (in addition to immediately) to DRPT.

Should any Title VI investigations be initiated by FTA or DRPT, or any Title VI lawsuits be filed against *ACTS* the agency will follow these procedures:

Nondiscrimination Complaint Procedures

Overview

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964 as amended, and the Civil Rights Restoration Act of 1987, relating to any program or activity administered by **ACTS**, as well as to sub-recipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law. These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Manager may be utilized for resolution. The Title VI Manager will make every effort to pursue a resolution to the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination on the basis of race, color, or national origin may file a written complaint with **ACTS'** Title VI Manager. The complaint is to be filed in the following manner:
 - a. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
 - b. The complaint shall be in writing and signed by the complainant(s).
 - c. The complaint should include:
 - the complainant's name, address, and contact information (i.e., telephone number, email address, etc.)
 - the date(s) of the alleged act of discrimination (if multiple days, include the date when the complainant(s) became aware of the alleged discrimination and the date on which the alleged discrimination was discontinued or the latest instance).
 - a description of the alleged act of discrimination
 - the location(s) of the alleged act of discrimination (include vehicle number if appropriate)
 - an explanation of why the complainant believes the act to have been discriminatory on the basis of race, color, and national origin
 - if known, the names and/or job titles of those individuals perceived as parties in the incident
 - contact information for any witnesses
 - indication of any related complaint activity (i.e., was the complaint also submitted to DRPT or FTA?)
 - d. The complaint shall be submitted to the **ACTS'** Title VI Manager at 510 7th Street, Altavista, VA 24517.

- e. Complaints received by any other employee of **ACTS** will be immediately forwarded to the Title VI Manager.
 - f. In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Title VI Manager, who will assist the complainant in converting the verbal allegations to writing.
2. Upon receipt of the complaint, the Title VI Manager will immediately:
 - a. notify DRPT (no later than 3 business days from receipt);
 - b. notify the Town of Altavista, Town Manager; and
 - c. ensure that the complaint is entered in the complaint database.
 3. Within 3 business days of receipt of the complaint, the Title VI Manager will contact the complainant by telephone to set up an interview.
 4. The complainant will be informed that they have a right to have a witness or representative present during the interview and can submit any documentation he/she perceives as relevant to proving his/her complaint.
 5. If DRPT has assigned staff to assist with the investigation, the Title VI Manager will offer an opportunity to participate in the interview.
 6. The alleged discriminatory service or program official will be given the opportunity to respond to all aspects of the complainant's allegations.
 7. The Title VI Manager will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned.
 8. The investigation may also include:
 - a. investigating contractor operating records, policies or procedures
 - b. reviewing routes, schedules, and fare policies
 - c. reviewing operating policies and procedures
 - d. reviewing scheduling and dispatch records
 - e. observing behavior of the individual whose actions were cited in the complaint
 9. All steps taken and findings in the investigation will be documented in writing and included in the complaint file.
 10. The Title VI Manager will contact the complainant at the conclusion of the investigation, but prior to writing the final report, and give the complainant an opportunity to give a rebuttal statement at the end of the investigation process.
 11. At the conclusion of the investigation and within 60 days of the interview with the complainant, the Title VI Manager will prepare a report that includes a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. This report will be provided to the CEO, the DRPT, and, if appropriate, **ACTS'** legal counsel.
 12. The Title VI Manager will send a letter to the complainant notifying them of the outcome of the investigation. If the complaint was substantiated, the letter will indicate the course of action that will be followed to correct the situation. If the complaint is determined to be unfounded, the letter will explain the reasoning, and refer the complainant to DRPT in the event the complainant wishes to appeal the determination. This letter will be copied to DRPT.
 13. A complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint.

- b. An interview cannot be scheduled with the complainant after reasonable attempts.
 - c. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
14. DRPT will serve as the appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by *ACTS*. DRPT will analyze the facts of the case and will issue its conclusion to the appellant according to their procedures.

VI. STAFF TRAINING RELATED TO THE TITLE VI PROGRAM

Information on *ACTS*'s Title VI program is disseminated to agency employees, contractors, and beneficiaries, as well as to the public, as described in the "public outreach and involvement" section of this document, and in other languages when needed according to the LEP plan.

ACTS's employees will receive training on Title VI policies and procedures upon hiring and upon promotion. This training will include requirements of Title VI, the *ACTS*'s obligations under Title VI (LEP requirement included), required data that must be gathered and maintained and how it relates to the Annual Report and Update to DRPT, and any findings and recommendations from the last DRPT compliance review.

In addition, training will be provided when any Title VI-related policies or procedures change (agency-wide training), or when appropriate in resolving a complaint (which may be for a specific individual or for the entire agency, depending on the complaint).

Title VI training is the responsibility of Title VI Manager.

VII. LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Introduction and Legal Basis

LEP is a term that defines any individual not proficient in the use of the English language. The establishment and operation of an LEP program meets objectives set forth in Title VI of the Civil Rights Act and Executive Order 13116, Improving Access to Services for Persons with Limited English Proficiency (LEP). This Executive Order requires federal agencies receiving financial assistance to address the needs of non-English speaking persons. The Executive Order also establishes compliance standards to ensure that the programs and activities that are provided by a transportation provider in English are accessible to LEP communities. This includes providing meaningful access to individuals who are limited in their use of English. The following LEP language implementation plan, developed by the *ACTS* is based on FTA guidelines.

As required, *ACTS* developed a written LEP Plan (below). Using 2010 and American Community Survey (ACS) Census data, *ACTS* has evaluated data to determine the extent of need for translation services of its vital documents and materials.

LEP persons can be a significant market for public transit, and reaching out to these individuals can help increase their utilization of transit. Therefore, it also makes good business sense to translate vital information into languages that the larger LEP populations in the community can understand.

Assessment of Needs and Resources

The need and resources for LEP language assistance were determined through a four-factor analysis as recommended by FTA guidance.

Factor 1: Assessment of the Number and Proportion of LEP Persons Likely to be Served or Encountered in the Eligible Service Population

The agency has reviewed census data on the number of individuals in its service area that have limited English Proficiency, as well as the languages they speak.

U.S. Census Data – American Community Survey (2006-2010)

Data from the U.S. Census Bureau’s American Community Survey (ACS) were obtained through www.census.gov. The agency’s service area includes a total of 3,450 and .3% persons with Limited English Proficiency (those persons who indicated that they spoke English “not well,” and “not at all” in the 2006-2010 ACS Census).

Information from the 2006-2010 ACS also provides more detail on the specific languages that are spoken by those who report that they speak English less than very well. Languages spoken at home by those with LEP are presented below. These data indicate the extent to which translations into other language are needed to meet the needs of LEP persons.

Language Use and English-Speaking Ability for the Population by County and City										
	Total Pop. 5yrs+	Speak English at Home	Speak non-English at Home							
			Total Pop. Non-English	Percent Non- English	# of Pop. Not Well/ Not at All	% of Pop. Not Well/ Not at All	English Ability- Very Well	English Ability- Well	English Ability- Not Well	English Ability- Not at All
Campbell County	51,223	50,007	1,216	2.4%	134	0.3%	740	342	134	-

Factor 2: Assessment of Frequency with Which LEP Individuals Come Into Contact with the Transit Services or System

ACTS reviewed the relevant benefits, services, and information provided by the agency and determined the extent to which LEP persons have come into contact with these functions through the following channel:

- **Interviewed ACTS's drivers and office staff:** Survey of drivers and staff who answer phones indicated that they 'rarely' came in contact with riders who could not speak or understand the English language.

Factor 3: Assessment of the Nature and Importance of the Transit Services to the LEP Population

ACTS provides the following programs, activities and services:

Fixed deviated route within the Town of Altavista available to all citizens.

Based on past experience serving and communicating with LEP persons; which was less than 5 persons in over a year of operation, we learned that that we did not have a need for additional services for LEP persons in the community.

Factor 4: Assessment of the Resources Available to the Agency and Costs

Costs: \$0

Language assistance was determined not to be necessary.

Based on the analysis of demographic data and contact with community organizations and LEP persons, *ACTS* has determined that additional services are not needed.

LEP Implementation Plan

Through the four-factor analysis, *ACTS* has determined that a written Language Implementation Plan is not required at this time which is permissible under FTA Circular C 4702.1A. *ACTS* understands that the absence of a written LEP plan does not obviate the underlying obligation to ensure meaningful access by LEP persons to our program or activities. When appropriate, *ACTS* will provide translation of vital documents, provide access to language assistance services, and provide staff training on policies and procedures related to assisting LEP persons.

VIII. PUBLIC OUTREACH AND INVOLVEMENT

Public outreach and involvement applies to and affects *ACTS*'s mission and work program as a whole, particularly agency efforts and responsibilities related to *ACTS*'s service planning. The overall goal of *ACTS*'s public outreach and involvement policy is to secure early and continuous

public notification about, and participation in, major actions and decisions by **ACTS**. In seeking public comment and review, **ACTS** makes a concerted effort to reach all segments of the population, including people from minority and low-income communities, persons with limited English Proficiency and organizations representing these and other protected classes. **ACTS** utilizes a broad range of public outreach information and involvement opportunities, including a process for written comments, public meetings after effective notice, settings for open discussion, information services, and consideration of and response to public comments.

Public Outreach Activities

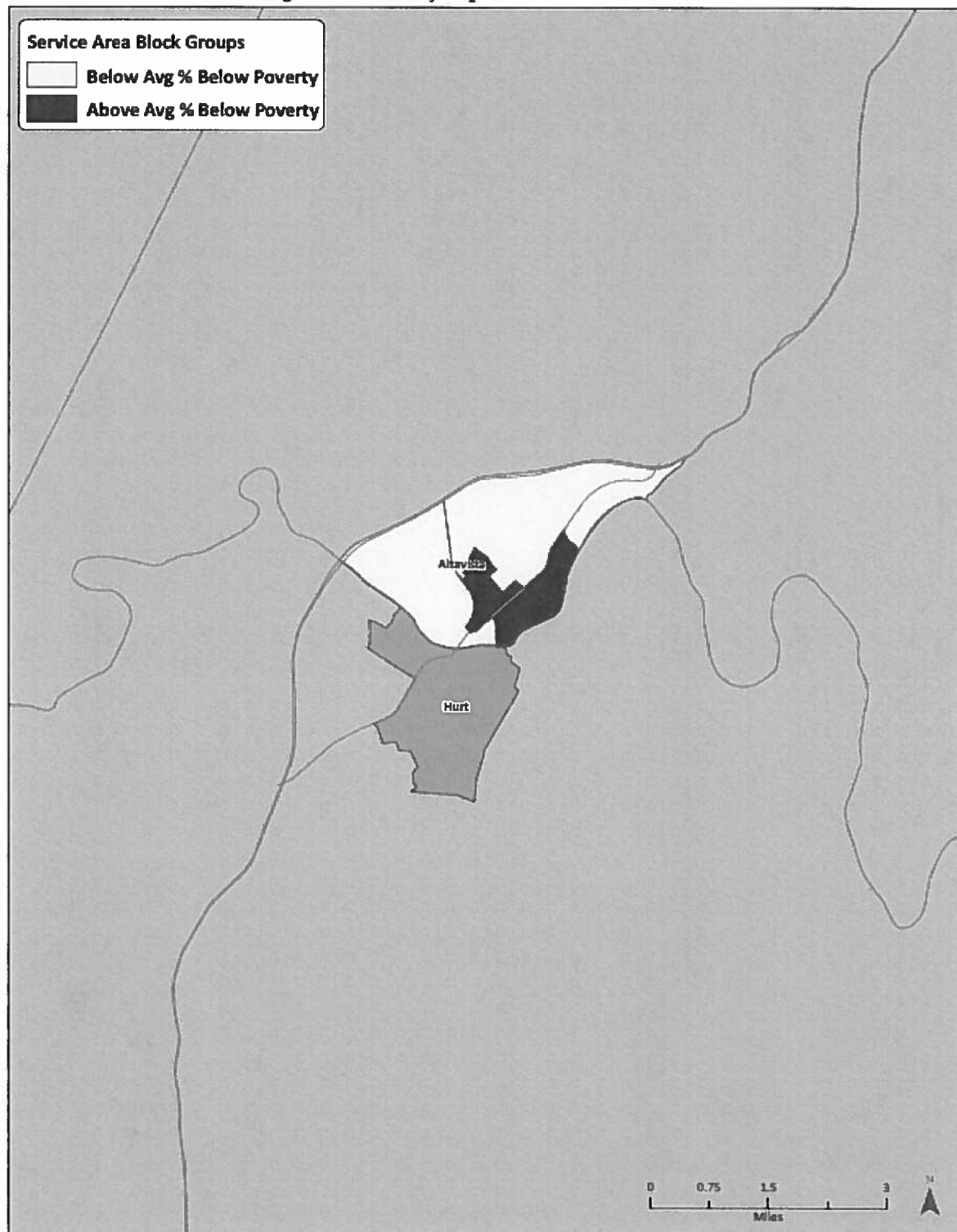
ACTS takes the following steps to ensure that minority, low-income, and LEP members of the community have meaningful access to public outreach and involvement activities, including those conducted as part of the planning process for proposed changes in services, fares, and facilities development.

- Publishing public notices within local newspapers of general circulation as well as those targeted at minority, low income and LEP persons and on the agency's website.
- Placing notices on the Town's Governmental Information Channel.
- Posting written notices on the ACTS buses.

Public notices are issued to:

- announce opportunity to participate or provide input in planning for service changes, fare changes, new services, and new or improved facilities (early in the process)
- announce the formal comment period on proposed major service reductions and fare increases with instructions for submitting comments including a public hearing (or opportunity for a public hearing with instructions for requesting a hearing if this is the LOTS' local policy) (at the end of the planning process)
- announce impending service and fare changes (after plan has been finalized)
- announce intent to apply for public transit funding from DRPT, and to announce the formal comment period on the proposed program of projects, with a public hearing (or opportunity for one) (annually in advance of submitting the ATP)
- Posting public notices as described above at major passenger/public facilities and in all vehicles.
- Sending news releases to news media (newspapers, radio, television, web media) of general interest as well as those targeted at minority and LEP persons, as well as community-based organizations that serve persons protected under Title VI and which publish newsletters.

Percentage Below Poverty Population for Altavista Service Area



Percentage Minority Population for Altavista Service Area



- Sending public service announcements (PSAs) to news media of general interest as well as those targeted at minority, low income and LEP persons, as well as community-based organizations that serve persons protected under Title VI and which publish newsletters.
- Conducting in-person outreach upon request at public meetings, community-based organizations, human service organizations which assist low income and LEP persons, places of worship, service organization meetings, cultural centers, and other places and events that reach out to persons protected under Title VI. The availability of *ACTS* staff for such speaking engagements is posted on the agency's website.
- Conducting public hearings at locations and meeting times that are accessible by public transit.
- Conducting periodic (annual) customer satisfaction surveys which are distributed to passengers on vehicles.

The above activities are the responsibility of Assistant Town Manager.

Non Elected Board Diversity

ACTS's governing body is the Altavista Town Council, and, as such, members are elected. However, an Advisory Board has been established that presents recommendations to council. The Board is comprised of 2 Council members and 3 citizens. At large members include the Assistant Town Manager and *ACTS*'s bus drivers.

IX. PROCEDURES FOR ENSURING EQUITY IN SERVICE PROVISION

ACTS is required to plan and deliver transportation services in an equitable manner. This means the distribution of service levels and quality is to be equitable between minority and low income populations and the overall population.

ACTS provides service to ALL citizens of the Town. The route is such that it includes all citizens within the corporate limits. The system is comprised of a single bus with a route that runs each hour; Monday through Friday from 8:00AM until 6:00PM and on Saturdays from 9:00AM until 2:00PM.

Monitoring Title VI Complaints

As part of the complaint handling procedure, the Title VI Manager investigates possible inequities in service delivery for the route(s) or service(s) about which the complaint was filed. Depending on the nature of the complaint, the review examines span of service (days and hours), frequency, routing directness, interconnectivity with other routes and/or fare policy. If inequities are discovered during this review, options for reducing the disparity are explored, and service or fare changes are planned if needed.

In addition to the investigation following an individual complaint, the Title VI Manager periodically reviews all complaints received to determine if there may be a pattern. At a minimum, this review is conducted as part of preparing the Annual Report and Update for submission to the DRPT.

Fare and Service Changes

ACTS follows its adopted written policy for the public comment process for major service reductions and fare increases. With each proposed service or fare change, *ACTS* considers the relative impacts on, and benefits to, minority and low income populations, including LEP populations. All planning efforts for changes to existing services or fares, as well as new services, have a goal of providing equitable service.

X. DATA COLLECTION AND REPORTING PROCEDURES

Data collection

To ensure that Title VI reporting requirements are met, *ACTS* maintains:

- A log and database of Title VI complaints received. The investigation of and response to each complaint is tracked within the database.
- A log of the public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities. The agency maintains the following records related to public outreach and involvement:
 - Paper files with copies of materials published or distributed for each planning project and service/fare change, as well as all news releases, public service announcements, surveys, and written summaries of in-person outreach events.
 - A log/database of public outreach and involvement activities, including dates, planning project or service/fare change supported (if applicable), type of activity, LEP assistance requested/provided, target audience, number of participants, and location of documentation within paper files.

Maintenance of these records is the responsibility of the Assistant Town Manager.

Annual Report and Triennial Updates

Annual Reporting

As a subrecipient providing service in an area with less than 200,000 population, *ACTS* submits an annual report to the DRPT that documents any Title VI investigations/complaints/lawsuits during the preceding 12 months.

Triennial Reporting

Every three years, the **ACTS** submits to DRPT, a complete list of the investigations/complaints/lawsuits received in the prior three years, a summary of the public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities, and any updates to this Title VI plan.

Updates to the Title VI Plan

As noted above, every three years, the **ACTS** submits to DRPT an update to this Title VI Plan. The triennial Title VI update includes the following items, or a statement to the effect that these items have not been changed since the previous submission, indicating date.

- A copy of any compliance review report for reviews conducted in the previous three years, along with the purpose or reason for the review, the name of the organization that performed the review, a summary of findings and recommendations, and a report on the status or disposition of the findings and recommendations
- **ACTS's** Limited English Proficiency (LEP) plan
- **ACTS's** procedures for tracking and investigating Title VI complaints
- A complete list of Title VI investigations, complaints or lawsuits filed with the **ACTS** since the last submission
- A copy of **ACTS's** agency's notice to the public that it complies with Title VI and instructions on how to file a discrimination complaint

XI. Environmental Justice (for All Construction Projects)

For new construction and major rehabilitation or renovation projects where National Environmental Policy Act (NEPA) documentation is required, **ACTS** will integrate an environmental justice analysis into the NEPA documentation for submission to DRPT. The development of environmental justice analyses is the responsibility of the engineering consultants for any facilities planning and construction.



Town of Altavista

Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #: 11g

Meeting Date: February 12, 2013

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Consideration of a "Consent Agenda"

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

The use of a consent agenda can provide an effective and efficient way to deal with items/issues that may be presented to Town Council that are deemed non-controversial or routine. I have discussed this issue with Mayor Mattox and Vice Mayor Dalton and it was decided to place it on the monthly agenda for full Council discussion.

I have attached some information on consent agendas and how it would be utilized. At this time, Council may decide to try this or evaluate it further. Staff is looking for direction/guidance on this issue.

Recommendations, if applicable: Review and consider the use of a Consent Agenda as a part of the monthly Town Council agenda.

Action(s) requested or suggested motion(s): Per discussion.

Attachments: ☒ Yes ☐ No

Attachments (in order they appear in packet): 1) Information relative to Consent Agenda purpose and procedure.

This agenda form has been reviewed by:	Initials	Comments:
Department Head(s) (Applicable):		
Town Manager:	jwc	

What is a "Consent Agenda" and how will it make our meetings go faster?

At every board meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are already unanimous consent. A consent agenda (Roberts Rules of Order calls it a consent calendar) allows the board to approve all these items together without discussion or individual motions. Depending upon the organization, this can free up anywhere from a few minutes to a half hour for more substantial discussion..

What belongs on the consent agenda?

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

- Approval of the minutes;
- Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications;
- Routine matters such as appointments to committees;
- Staff appointments requiring board confirmation;
- Reports provided for information only;
- Correspondence requiring no action.

How are consent items handled?

A consent agenda can only work if the reports, and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

1. When preparing the meeting agenda, the president or chairperson determines whether an item belongs on the consent agenda.
2. The president prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.
3. The list and supporting documents are included in the board's agenda package in sufficient time to be read by all members prior to the meeting.
4. At the beginning of the meeting, the chair asks members what items they wish to be removed from the consent agenda and discussed individually.
5. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item.
6. Once it has been removed, the chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.
7. When there are no more items to be removed, the chair or secretary reads out the numbers of the remaining consent items. Then the chair states: "If there is no objection, these items will be adopted." After pausing for any objections, the chair states "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.

8. When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

How to start using a consent agenda

In order to start using a consent agenda, the board should first adopt a rule of order allowing for the consent agenda process. Parliamentarian Colette Collier Trohan CPP-T, PRP www.cctrohan.com suggests the following rule:

“A consent agenda may be presented by the president at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

It is important to make sure that all directors know what items belong on the agenda and how to move items to and from the consent agenda. For this reason, instruction on using the consent agenda should be part of the board orientation program.

Departmental Reports

(Ctrl + Click on hyperlink to open)

[Administration](#)

[Business License](#)

[Community Development](#)

[Economic Development](#)

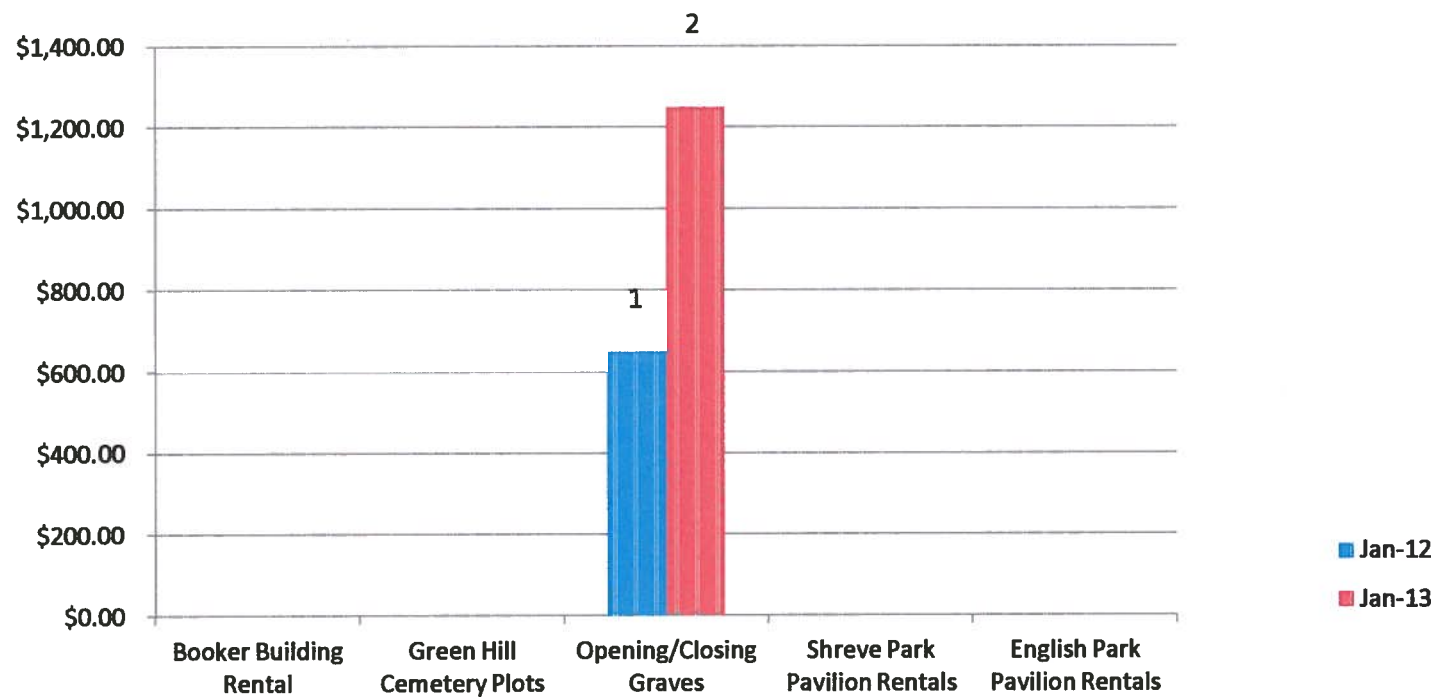
[Police Department](#)

[Public Works Report](#)

[Transit Report](#)

[Waste Water Dept Report](#)

[Water Dept Report](#)



Monthly Business Activity Report

OPENED

[illegible]

CLOSED

[illegible]

Monthly Report to Council

Date: February 12, 2013
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: January 2013 Activity

1. **Zoning/Code Related Matters:**

•	3-Jan 001-13	Clifford Prior 628 Riverview, Dr			14x24' detached garage	
	8-Jan 002-13	M.L. Leonard Inc, Blue Ridge VA			Free Standing Sign- 301 Main Street	

2. **Site Plans Reviewed and/or Approved:**

- Reviewed plans for new truck lane at Wood Lane and Main Street

3. **Planning Commission (PC) Related:**

- Staffed January PC meeting
- Completed draft of 2012 annual report and Comp Plan review for PC that will be presented to Town Council
- No February meeting
- Drafted resolution for Tim Wagner for service on the PC
- Orientation with Mr. John Jordon, newly appointed PC member

4. **AOT Related**

- Attended January board meeting
- Attended Design/ER committee meeting

5. **ACTS Relate**

- Completed December billing for operations
- Validated daily ridership and revenue for bus system- see bus report
- Completed online December monthly reporting to DRPT- see DRPT State report
- Completed DRPT Grant application for operational and CIP funding for FY2014
- Attended CTAV board meeting in Richmond
- Completed Federal Transit year-end report and submitted to DRPT

6. Projects and Administrative Related:

- Updated GIC
- Town Council reports for January meeting
- Certified December monthly payroll bank statements
- Participated in Departmental budget meetings- Operations and CIP
- Sold 1994 GMC 4x4 pick-up on public surplus
- Developed agenda and packet for Recreation Committee meeting. Staffed meeting and drafted notes from meeting for committee members and Town Council report
- Attended preconstruction meeting for infrastructure and streetscape projects
- Attended managers/assistant's luncheon
- Drafted plan of action for Strategic Plan items that I am to champion. Passed plan on to Town Manager for guidance and approval
- Attended regional planning commissioners luncheon in Lynchburg

Memo

To: Mayor Mattox & Members of Town Council
Fr: Megan A. Lucas, Economic Development Dir.
Date: February 12, 2013
Re: Activity Report encompassing **January 2012**

Below are my activities relating to the AEDA's six components for the first year action plan.

1. **Capacity Building** – Establish a full-time economic developer position, in January, 2012. **Status: complete**
2. **Networking** – The economic development director will build relationships with local (Altavista Area Chamber of Commerce, Altavista On Track, Virginia Technical Institute, etc.), regional (Region 2000, utilities, CVCC, CAER, etc.), and statewide (Virginia Economic Development Partnerships, Tobacco Commission, etc.) organizations that will assist and support Altavista economic development with different resources **Status: Active**

Meeting with Yeates Trucking
Meeting with Mike Davidson
VEDP Region 2000
Altavista Chamber HR Lunch
VEDP Ally Phone Conference
Attended AEDA meeting
Tour Armory

Microbrewery Webinar
Meeting with Steve Jester, YMCA
Meeting with Craig Amo
Economic Gardening Webinar
US Chamber Winter Institute in Tucson
Meeting with Stan Goldsmith

3. **Existing Business Retention and Expansion** - An aggressive business visitation and follow-up effort will be developed, including visiting 26 businesses and assisting in the creation of 50 full-time expansion jobs in the first year. **Status: Active**

Preparing for Industry Appreciation Month (February)

4. **Develop Products**—Procure by purchase and/or option one or more 20+ acre sites and partner with the owner of the Lane building on a redevelopment program, to ensure locations for expanding local firms and/or new businesses). Broaden local incentives. **Status: Active, working on a land inventory and evaluation**
5. **Marketing** – Develop the following plan fundamentals in the first year: (1) Agree on types of businesses the Town wants to pursue, (2) Ask existing businesses to identify prospects; and (3) Prepare a comprehensive economic development website, publish a fact sheet, begin a branding effort, and initiate cooperative marketing with Campbell County. **Status: Active, working on marketing plan**
 - Recorded "It's Your Business" with Mayor Mattox, Rayetta Webb, and the show sponsor Todd Hall, First National Bank - monthly radio show on AM1000
6. **Encourage Entrepreneurism** – Pursue agreements with Virginia Technical Institute for use of vacant space and with Chamber of Commerce and the Business Development Center for technical support to aid new or early stage small businesses with growth potential. **Status: active**

Memo

To: Mayor Mattox & Members of Town Council
Fr: Megan A. Lucas, Economic Development Dir.
Date: February 12, 2013
Re: Strategic Work Plan Goals Update

ECONOMIC DEVELOPMENT

- Goal 2: Review and possibly revise economic development incentives to consider the benefits and ROI brought to the town.
Update: Currently compiling and reviewing the incentives offered from members of the Region 2000 communities, the nine communities compiling our peer group, and other Virginia communities.
- Goal 3: Explore an incubator program for new business
Update: Research
- Goal 4: Analyze and evaluate the factors that contribute to economic success in the Town of Altavista periodically and report to Town Council
Update: Information and data collection

COMMUNITY DEVELOPMENT

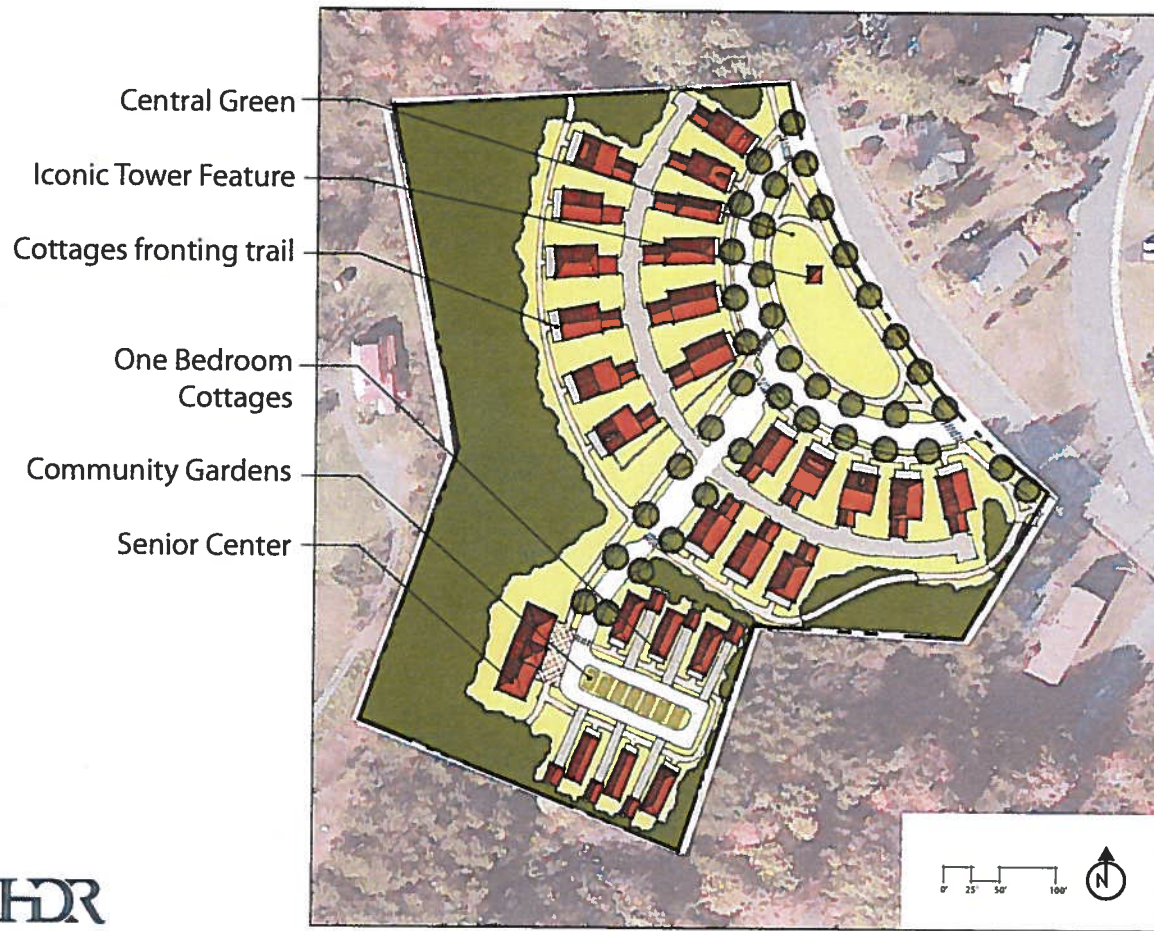
- GOAL 2: Develop and implement a strategy to market/promote Altavista and what it does well (i.e. specific marketing such as high quality of life for relatively low cost)
Update: Early stage draft
- GOAL 3: Explore and enhance greater opportunities for senior housing/assisted living; consider whether the Armory would be a suitable location
Update: I reached out to an Omaha firm, HDR, to create a concept for Altavista Senior Village, to be located on the Armory site. Based on the property details HDR provided the attached concept (gratis). The intent is to utilize the concept, combined with incentives to recruit company/companies to take the concept, massage it and implement it. This concept gives a potential developer a solid visual regarding our goal. This concept eliminates blight in the neighborhood and the community.

The next steps include defining incentives and a marketing packet that can be used to market the project. I am working with the AEDA to develop a strategy to be recommended to the Town Council.

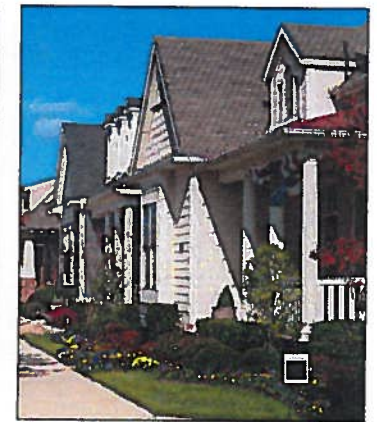
HDR is a global employee-owned firm providing architecture, engineering, consulting, construction and related services through our various operating companies. As an integrated firm, HDR provides a total spectrum of services for our clients. Our staff of professionals represents hundreds of disciplines. They partner on blended teams worldwide to provide solutions beyond the scope of traditional A/E/C firms.

ALTAVISTA SENIOR VILLAGE

Below is a concept redevelopment plan for the former Virginia National Guard Armory on Avondale Drive. A senior housing village is proposed, including 26 one to three bedroom modest sized cottages. A central green, fronted by cottages and Avondale Drive, will contain an iconic tower that will be visible from either direction on Avondale Drive, as well as on axis with the senior center. The site slopes down steeply to the west, and this portion of the site was left undeveloped; however, cottages will be perched over the slope, providing the residents with a scenic view. These cottages have alley access for vehicles, and are connected in the front by a sidewalk. On the southern portion of the site six one bedroom cottages look over a community garden, which aligns with the senior center. A sidewalk trail connects all of the cottages and the senior center, and provides a 1/3 mile walking loop.



HDR





MONTHLY POLICE REPORT SYNOPSIS

MONTH OF JANUARY, 2013

CRIME STATISTICS - January 1, 2013 thru January 31, 2013

Crimes Against Persons

For the Month of January, the Town of Altavista Community experienced 4 incidents of Crimes Against Persons compared to 4 incidents or 00.00% difference from last year during the same time duration.

- 4 Simple Assault

Property Crimes

For the Month of January, the Town of Altavista Community experienced 8 incidents or a 33.33% increase of Property Crimes compared to 6 incidents last year during the same time duration.

- 1 Embezzlement
- 1 Destruction/Vandalism
- 3 Shoplifting
- 3 All Other Larcenies

Quality of Life Crimes

For the Month of January, the Town of Altavista Community experienced 11 incidents or no change of Quality of Life Crimes compared to 11 incidents during the same time duration.

- 3 Drunkenness
- 8 All Other Offenses

CRIME STATISTICS - January 1, 2013 thru January 31, 2013 Y.T.D.

Crimes Against Persons- N/A

Property Crimes- N/A

Quality of Life Crimes- N/A

Major Crimes Statistics *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

For the Month of January, the Town of Altavista Community experienced 12 incidents or 20.00% increase in Major Crimes compared to 10 incidents last year during the same time duration.

Year To Date- N/A



The above statistics depict "Shopliftings" (from Wal-Mart) as the most frequent occurrence of criminal activity the Town of Altavista is experiencing for the month of January.

CALLS FOR SERVICE - January 1, 2013 thru January 31, 2013

The Altavista Police Department was dispatched to 297 Calls for Service or a 10.27% decrease compared to 331 C.F.S. last year during the same time duration.

CALLS FOR SERVICE - January 1, 2012 thru January 31, 2012- Y.T.D.

Year To Date- N/A

CRIMINAL ARRESTS EXECUTED - January 1, 2013 thru January 31, 2013

The A.P.D. executed 7 criminal arrests or 69.57% decrease compared to 23 criminal arrests last year during the same duration.

CRIMINAL ARRESTS EXECUTED - January 1, 2013 thru January 31, 2013- Y.T.D.

Year To Date- N/A

TRAFFIC CITATIONS ISSUED - January 1, 2013 thru January 31, 2013

The A.P.D. issued 21 traffic summons or a 36.36% decrease compared to 33 traffic summons issued last year during the same time duration.

TRAFFIC CITATIONS ISSUED - January 1, 2013 thru January 31, 2013 Y.T.D.

Year To Date- N/A

OFFICER OF THE MONTH – January, 2013

The Altavista Police Department has selected Officer James Goggins as Officer of the Month for the month of January 2013. During the month, Officer Goggins cited numerous drivers for traffic safety violations; and also made criminal arrests while clearing several cases assigned to him. His efforts in both criminal and traffic matters help to ensure the safety of the community. Officer Goggins is also very active in the community and promotes the Department's goals of community oriented policing by continually maintaining contact with both merchants and citizens within the Town. He is a great credit to the Altavista Police Department and the Town of Altavista.

PERSONNEL TRAINING

Twenty (20) hours of training were afforded to police personnel during the month of January, 2013. Blocks of instruction pertained to the following training subjects: Case Law, Instructor Recertification, K9 Training, and Legal Updates.



WHAT'S NEW

The Police Department successfully presented safety tips for senior citizens to the Campbell County S.A.L.T./ T.R.I.A.D. Committee in Rustburg during the month of January. We have been asked to present this information to the Senior Club at Grace Community Church in Altavista during the month of March.

The Police Department attended the Campbell County S.A.R.P. (Sexual Assault Response Team) meeting in Rustburg at the Campbell County Commonwealth Attorney's Office during the month of January.

The Police Department successfully instructed various topics in forensic science to students at Faith Christian Academy during the month of January.

Information compiled for this report was taken from the Altavista Police Department's Monthly Report.

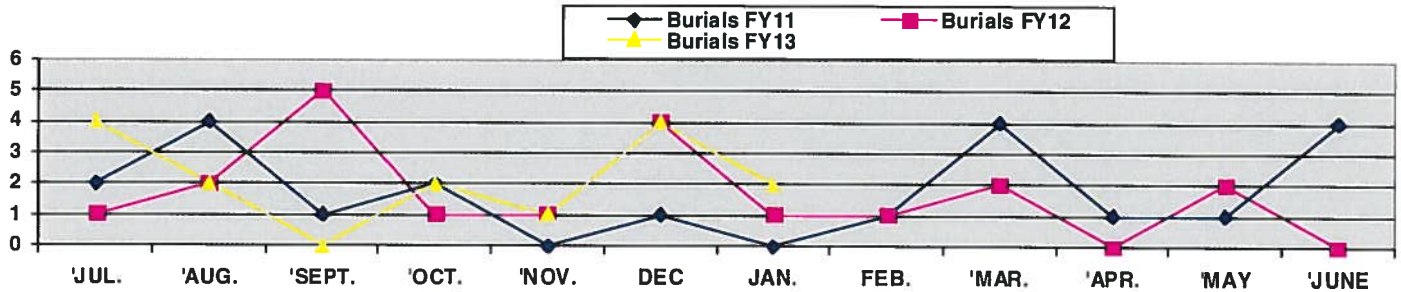
PUBLIC WORKS MONTHLY REPORT

For: January 2013



CEMETERY

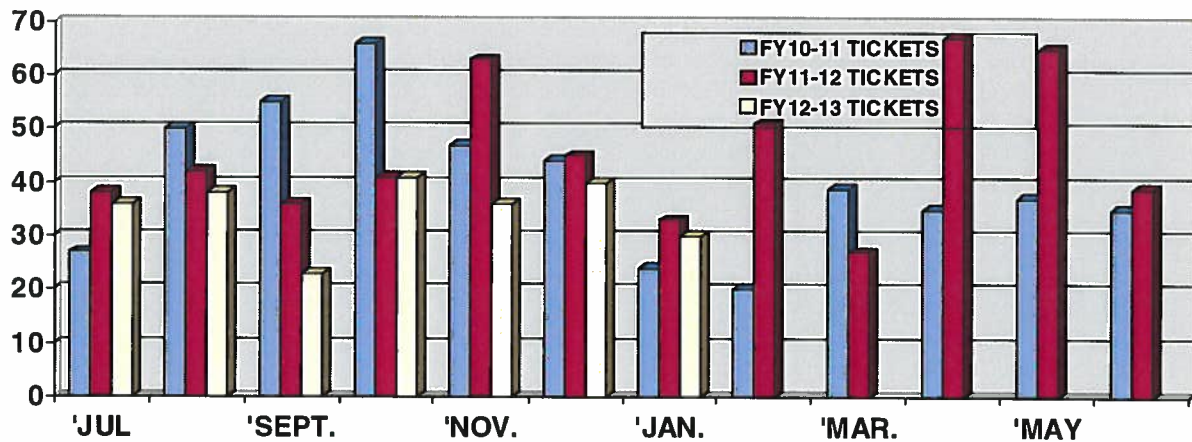
❖ BURIALS: 2



Buildings & Grounds Maintenance

❖ PARKS:

❖ MISS UTILITY TICKETS (30)



REFUSE & BRUSH & SPECIAL PICKUPS

- ❖ Total solid waste tonnage for the month 93.87 tons.
- ❖ Total brush stops for the month. (60) Stops
- ❖ Total special pickup tonnage for the month 7.81 tons. (52) Stops
- ❖ Total weekend truck tonnage for the month 0 tons. (0) Trucks

SEWER & WATER

- ❖ Sewer (Video): 1201 Amherst Ave. (25').
- ❖ Sewer (Clean): Page 10 (615'/3 Manholes), 1109 5th St. (100').
- ❖ Sewer (Root Cutting): 1201 Amherst Ave. (25').
- ❖ Sewer (Repair): 1023 7th St.
- ❖ Sewer (Blockage): 1109 5th St., 1829 Ridgeway Ave., Waste Water Treatment Plant and 1010 Park St.
- ❖ Sewer (Right of Way): Page 10 (Avondale Park) / Page 14
- ❖ Sewer Maintenance: 1208 Lola Ave. and Page 14
- ❖ Sewer (Install) Cleanout: 1628 Melinda Dr.

Total Linear Footage (Video): 25'

Total Linear Footage (Clean): 715'/3 Manholes

Total Linear Footage (Root Cutting): 25'

Emergency Overflow Pond - PCB Remediation 0 Hrs.

- ❖ Water Main (Repair): 1712 Eudora Ave., 1720 Eudora Ave., Waste Water Treatment Plant
- ❖ Water Service (Repair): 1801 Avondale Dr.
- ❖ Water Maintenance: 712 Main St. and Main St. (Streetscape Project 5)

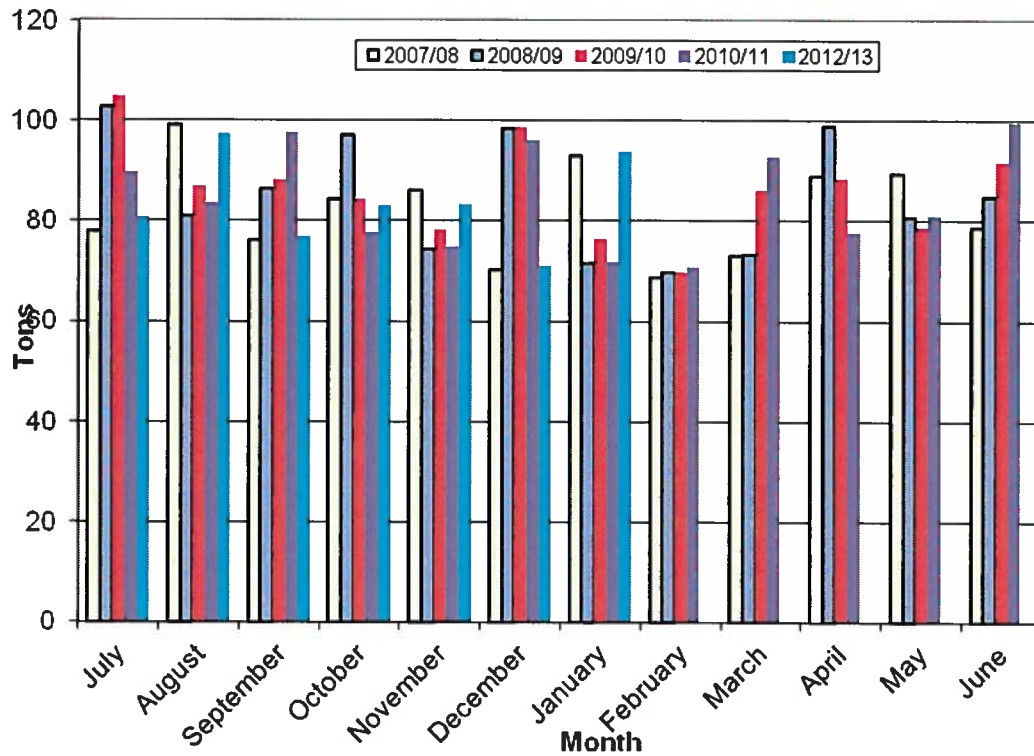
STREET MAINTENANCE

- ❖ Weekly Street Sweeping: Town of Altavista (26) Miles
- ❖ Bags of Litter (41)
- ❖ Cold Patch Bags 7 (Highway)
- ❖ Salt Tonnage: 13 (Main St. & Bedford Ave.) / 19.5 (Hwy-Town Wide)
- ❖ Sand Tonnage: 8 (Highway)
- ❖ Stone Tonnage: 2.02 Crusher Run (Highway Shoulder Work)
- ❖ Asphalt Tonnage: 3.5 (Utilities) / 1 (Highway)
- ❖ Leaf Collection: (9) Loads

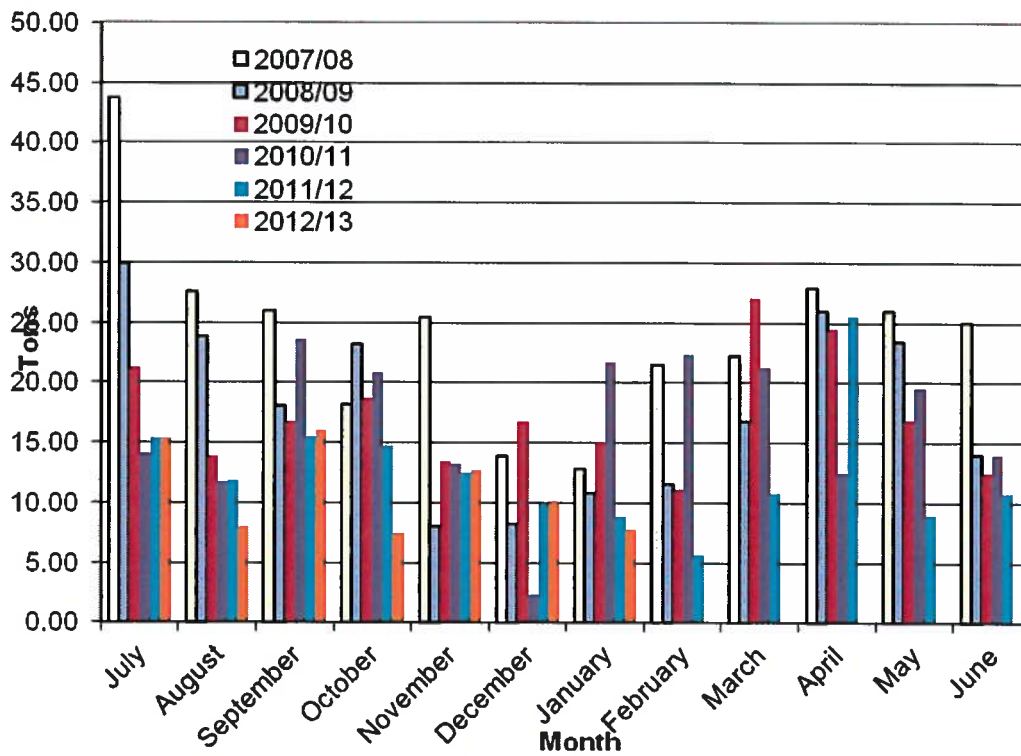
SAFETY TRAINING – Mike King, CDL License Training, Certification and Pesticide Spray Certification.

Jeff Rowland, Pesticide Right of Way Recertification.

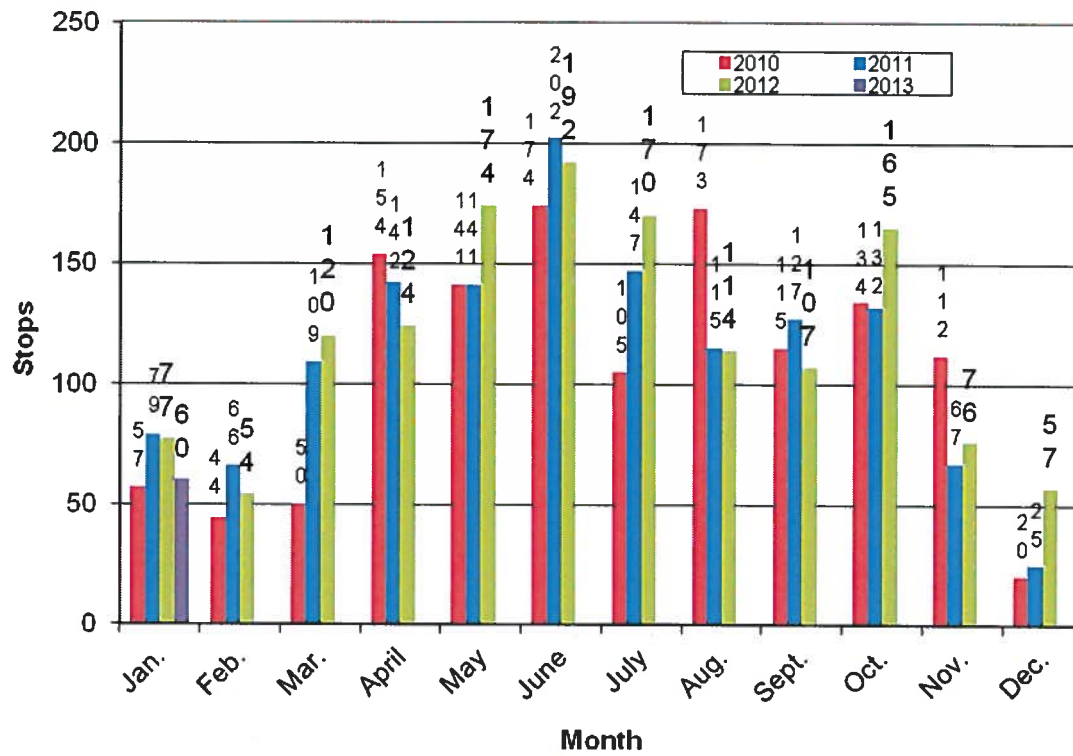
Solid Waste Comparison



Special Pick Up Comparisons



Brush Comparison



Transportation Department Monthly Report-FY2013

July 1, 2012- June 30, 2013

<u>Month</u>	<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Monthly Miles</u>	<u>Monthly Revenue</u>
July	1,850	80	3,713	\$ 400.00
August	1,962	79	3,999	\$ 400.00
September	1,618	75	3,469	\$ 400.00
October	1,176	47	3,984	\$ 563.50
November	1,083	47	3,727	\$ 510.50
December	979	45.5	3,490	\$ 403.50
13-Jan	939	39	3,760	\$ 423.50

<u>Total YTD</u>	<u>9,607</u>	<u>57</u>	<u>26,142</u>	<u>\$ 3,101.00</u>
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<u>Comparison FY2012</u>	<u>Monthly Riders</u>	<u>Percent Change</u>
11-Jul	1,364	37%
11-Aug	1,499	31%
11-Sep	1,255	29%
11-Oct	805	46%
11-Nov	849	28%
11-Dec	1,076	-9%
12-Jan	813	15%

WASTEWATER

January 2013

SUMMARY

- Replaced Basin #2 electrical contactor for aerator #1
- Replaced Soda Ash system mixing motor
- Repaired floating aerator in basin #2
- Submitted Annual EPA Sludge Report
- Submitted Annual Groundwater Monitoring Report to DEQ
- Submitted Annual Pretreatment Report to DEQ
- Conducted Semi-annual Industrial Inspections
- Repaired NPW System
- Submitted Annual Budget
- Staff Budget Meeting
- Attended Utilities Committee Meeting
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 140 wet tons of sludge processed
- Treated 74.64 million gallons of water

January 2013

1553

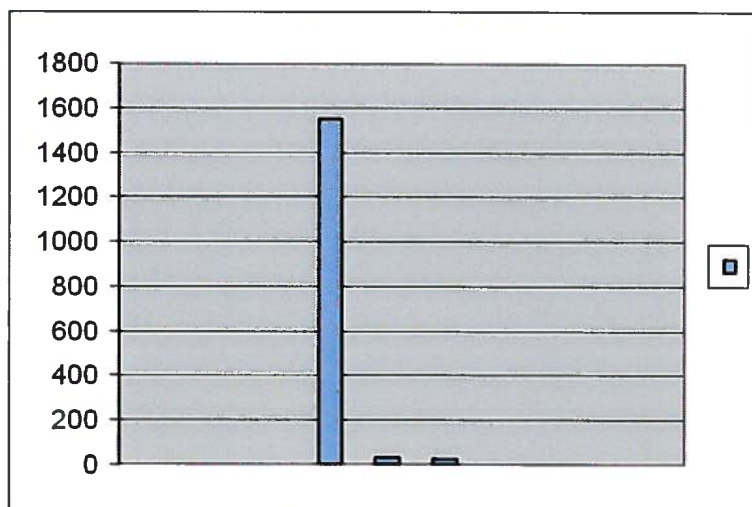
Man Hours Worked

33

Sick Leave

24

Vacation Hours



Water Department Report January, 2013

Water Production:

Water Plant: **48.6** million gallons of raw water treated.

Water Plant: **36.0** million gallons of finished water delivered.

Mcminnis Spring: **7.7** million gallons of finished water treated.

Mcminnis Spring: average 250,000 gallons per day and run time hours 14 a day.

Reynolds Spring: **6.2** million gallons of finished water treated.

Reynolds Spring: average 200,000 gallons per day and run time hours 11 a day.

Water Purchased:

Campbell County Utility and Service Authority:

Water Sold:

Town of Hurt

Water Plant Averages for January, 2013:

Weekday: **16.0** hrs / day of production

1,804,000 gallons treated / day

Weekends: **10.0** hrs / day of production

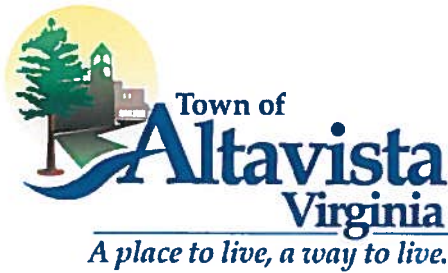
1,106,000 gallons treated / day

Special Projects:

- Abbott did not run January 1st. 2013
- Completed DEQ annual water withdrawal report.

Water Plant

- Repaired broken chlorine line in chlorine room.
- Replaced Reynolds Spring pump CIP item.
- C.I.P. and operating budget turned in January 18th 2013.
- Evaluated water treatment process due heavy rainfall event.
- Repair Reed Creek intake screens.
- Water leak on Avondale Drive repaired on January 27th 2013.



PROJECT UPDATE – For Month of January 2013

VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project

- The Intersection/Infrastructure/Streetscape Project (Project 5&6) has begun, with the contractor mobilizing on site.
- Pittsylvania Avenue Intersection Project has a deadline of June 1, 2013.
- VDOT Enhancement Project and Downtown Utility Replacement Project has construction period of 365 days.
- Contractor, VDOT and Town currently reviewing a Traffic Control Plan for the Intersection portion of the contract. This will possibly involve a detour on the east side of Pittsylvania Avenue.



Town of Altavista

Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #: **13d**

Attachment #: **Tab 12**

Meeting Date: February 12, 2013

Agenda Placement: Information Items

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: **Information Items**

Presenter(s): **Waverly Coggsdale, Town Manager**

SUBJECT HIGHLIGHTS

Attached is VDOT's response to the Town's request to install signs on Route 29 Bypass in regard to the adopted Truck Restrictions on Lynch Mill Road.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
4219 CAMPBELL AVENUE
LYNCHBURG, VIRGINIA 24501
VDOT.Virginia.gov

GREGORY A. WHIRLEY
COMMISSIONER

February 5, 2013

Mr John Tomlin, PE, Public Works Director
Town of Altavista
PO Box 420
Altavista, VA 24517

**SUBJECT: Proposed Truck Restriction Signage along US 29 and Route 714
Campbell Co., VA**

Dear Mr. Tomlin:

This is to notify you that the VDOT Traffic Engineering has reviewed and made recommendations regarding the proposed sign locations and sign wording per the Town's Truck Restriction Ordinance. They are:

"A Traffic Engineering (TE) Review was conducted at the Route 29 (Wards Road) / Route 714 (Lynch Mill Road) interchange to determine the best method of posting a Truck Restriction Ordinance on Lynch Mill Road from the Northern Corporate Limits (NCL) of the Altavista to Route 711 (Clarion Road) that has been enacted by the Town Council of The Town of Altavista.

Recommendations: *It is recommended that the following signs be installed for the subject restriction:*

"THROUGH TRACTOR TRAILERS PROHIBITED ON ROUTE 714 EAST" (8"D Font)

- *Route 29 southbound, approximately 1,250 feet in advance of the Route 714 overpass, and*
- *Route 29 northbound, approximately 2,000 feet in advance of the Route 714 overpass.*

"THROUGH TRACTOR TRAILERS PROHIBITED TO CLARION ROAD →" (6"B Font)

- *Directly across from the Route 29 southbound off-ramp STOP approach to Route 714, and*
- *Directly across from the Route 29 northbound off-ramp STOP approach to Route 714.*

WE KEEP VIRGINIA MOVING

"THROUGH TRACTOR TRAILER RESTRICTION AHEAD" (6"B Font)

- *Route 714 eastbound, approximately 400 feet in advance of the Route 29 southbound on-ramp.*

"THROUGH TRACTOR TRAILERS PROHIBITED TO CLARION ROAD" (6"B Font)

- *Route 714 eastbound, approximately 50 - 75 feet east of the Route 29 northbound off-ramp.*

Sketches of the recommended signs and a location map are attached.

If the Town of Altavista is in agreement with the sign recommendations, they will need to go through the permitting process with VDOT's Programming and Investment Management (PIMS) Section in order install the signs on VDOT Right of Way. Since these are special design signs and sketches are provided only as representation, VDOT will need to approve the actual design (signs and posts) prior to the town's installation."

Here is the web link to design guidelines per the 2009 Manual of Uniform Traffic Control Devices that goes into more detail regarding the signs and how they are to be placed. For all intents and purposes consider US 29 as a freeway.

http://mutcd.fhwa.dot.gov/ser-shs_millennium.htm

Also included is some common design criteria used by highway departments on the letter spacing.

Our office will work with you on the VDOT land use permit. If you have any questions please feel to contact me.

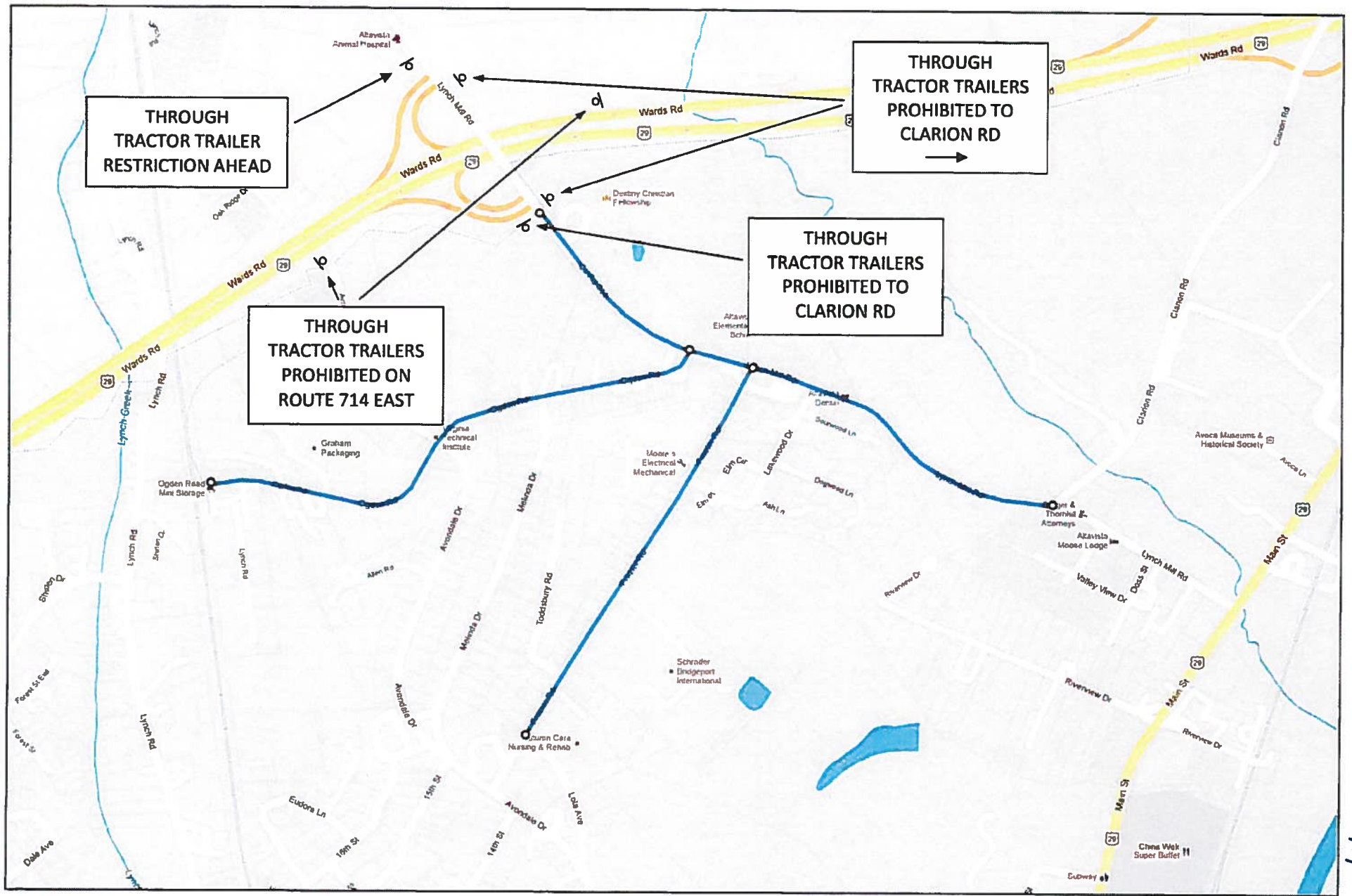
Sincerely,



Ken Carlton, P.E., L.S.
VDOT – Lynchburg District
Area Land Use Engineer
(434) 856-8365
Cell 941-8344

Attachments

2/15/2



2/15/2



8"D Font

- Route 29 southbound, approximately 1,250 feet in advance of the Route 714 overpass, and
- Route 29 northbound, approximately 2,000 feet in advance of the Route 714 overpass.



6" B Font

- Directly across from the Route 29 southbound off-ramp STOP approach to Route 714, and
- Directly across from the Route 29 northbound off-ramp STOP approach to Route 714.



6" B Font

- Route 714 eastbound, approximately 400 feet in advance of the Route 29 southbound on-ramp.



6" B Font

- Route 714 eastbound, approximately 50 - 75 feet east of the Route 29 northbound off-ramp.

DESIGN GUIDELINES

There are general guidelines to follow in the design of highway signs in order to conform to basic standards. Many of these guidelines are mentioned in various sections of the Manual on Uniform Traffic Control Devices (MUTCD), while others are derived from accepted practice in sign design and layout. Highway signs with standardized designs conforming to the general guidelines (like most regulatory, warning, emergency management, school, railroad-highway grade crossing, and bicycle signs), are contained in this book and are shown with different standard sizes depending on the type of highway or facility where the sign is intended to be used.

Although some guide signs also have been standardized and are included in this book, most guide signs need to be designed separately because of the variability in message or legend. For most guide signs, there can be no rigid standardized sizes.

SIGN DIMENSION

Message variability controls overall sign dimensions. Whenever practicable, the overall dimensions of the sign plates should be in multiples of 6 inches (150 mm).

The use of a smaller than "nominal" size for the various four types of roadway sign may sometimes be justified. For instance, a sign mounted over a particular roadway lane to which it applies may have to be limited in width to the lane width. In some cases, vertical clearances may limit the vertical dimension of the sign. On the other hand, a larger than "nominal" sign may be desirable where greater legibility or emphasis is needed. When a variation in the "standard" size is necessary, a reduced or enlarged (as the case may be) letter height, interline, and edge spacing may be used but should be as nearly comparable to standards as possible.

LETTER STYLE

Type of letters used shall be those shown in the Standard Alphabets for Highway Signs book. As a guide to choice of alphabets, tests have shown that, for any given legend, better legibility can be

obtained by using a relatively wide spacing between letters than by using wider and taller letters with a cramped space.

Sign lettering is normally uppercase letters except that destination names may be in lowercase lettering, with initial uppercase. The initial uppercase letters used in conjunction with lowercase letters will be Series E(M) and shall be approximately 1 ½ times the "loop" height of the lowercase letters.

Use of the Series B alphabet are for street name signs, parking signs, and other similar signs where limited breadth and stroke widths are required for design purposes.

SIZE OF LETTERING

For guide signs on expressways and freeways, the prescribed numeral and letter sizes, according to interchange classification and component of sign legend, appear in Tables 2E-1 through 2E-4 of the MUTCD. The minimum sizes specified should be exceeded where conditions indicate a need for greater legibility.

For conventional roads in rural districts on major routes, the principal legend on guide signs shall be in letters at least 6 inches (150 mm) in height. On low-volume roads and on urban streets with speeds of 25 mph (40 km/h), the principal legend shall be in letters at least 4 inches (100 mm) high.

Lettering on street name signs should be at least 6 inches (150 mm) high (MUTCD, Section 2D.38). Supplementary lettering to indicate type of street or section of city may be in smaller lettering but at least 3 inches (75 mm) high.

An accepted "rule-of-thumb" to follow for legibility for signs other than Interstate is to have 1 inch (25 mm) of letter height for every 40 feet (12 m) of desired legibility.

AMOUNT OF LEGEND

The MUTCD states that regardless of letter size, the legend on a guide sign must be kept to a minimum to be instantly legible. For example, on expressways, the legend on a guide sign should only have two destinations and the directional copy. Directional copy, not exceeding three lines,

may include symbols, route numbers, arrows, cardinal directions, interchange number(s), and other exit instructions. Conventional road guide signs should be limited to three lines of principal legend which includes only place names, route numbers, and street names.

ARROWS

In the Appendix, two sets of arrows are illustrated for use in highway signs. With few exceptions, which include guide signs, the "standard arrow" is for all types of signs. The "Up" and "Down" arrows are to be used for guide signs and recommended applications are stated in Sections 2D.8 and 2E.18 of the MUTCD.

BORDERS

With few exceptions, the MUTCD requires all signs to have a border of the same color as the legend. A dark border should be set in from the edge, while a white border should extend to the edge of the panel.

A suitable border for 30-inch (750 mm) signs with a light background should be from one-half to three-quarters of an inch (13 to 19 mm) in width, one-half inch (13 mm) from the edge. For similar signs with a white border, a width of one inch (25 mm) is appropriate. For other signs, the border widths should be of similar proportions but should not exceed the stroke width of the major lettering of the sign. For guide signs, smaller than 6 feet by 10 feet (1,800 x 3,000 mm), a width of approximately 1¼ inch (19 mm) may be used; for those exceeding 6 feet by 10 feet (1800 mm x 3000 mm), the border should be 2 inches (50 mm) wide; and for unusually large signs, a border of 3 inches (75 mm) wide is appropriate.

The corners of all sign borders shall be rounded and, where practicable, the corners of the sign panels should also be rounded to fit the border, except for STOP signs. On guide signs, corner radii of sign borders should be approximately one-eighth of the lesser side dimension except that the radii should not exceed 12 inches (300 mm) on any sign. The area outside the corner radius on large guide signs may need to be trimmed.

SPACING

Interline spacing should be approximately three-fourths the average of capital or uppercase letter heights in adjacent lines of letters.

The spacing to the top and bottom borders should be approximately equal to the average of the letter height of the adjacent line of letters. The lateral spacing to the vertical borders should be essentially the same as the height of the largest letter.

Spacing between words, words and arrow, a letter and arrow, or a word and number in a line copy should be approximately 1 to 1½ times the uppercase letter height used in that line of copy.

An example in the design of a guide sign using the above guidelines is shown on the following pages.

DIAGRAMMATIC SIGNS

Design of diagrammatic signs follow the same principles and guidelines previously covered plus additional guidelines necessary for the details related to the graphic components. Diagrammatic signs shall be designed in accordance with the following criteria:

1. The graphic legend shall be of a plan view showing a simplified off-ramp arrangement.
2. Only one destination may be shown for each arrowhead, with a maximum of two destinations per sign.
3. The graphic should not depict deceleration lanes. A black on yellow "EXIT ONLY" panel should be used to supplement a lane drop graphic.
4. The shaft for the exit ramp movement should be shorter than, but not separated from, the through movement graphic.
5. Arrow shafts should contain lane lines where appropriate and route shields shall not be used as a substitute for arrowheads.
6. Route shields, cardinal directions, and destinations should be clearly related to the arrowhead, and the arrowhead should point toward the route shield for the off movement.